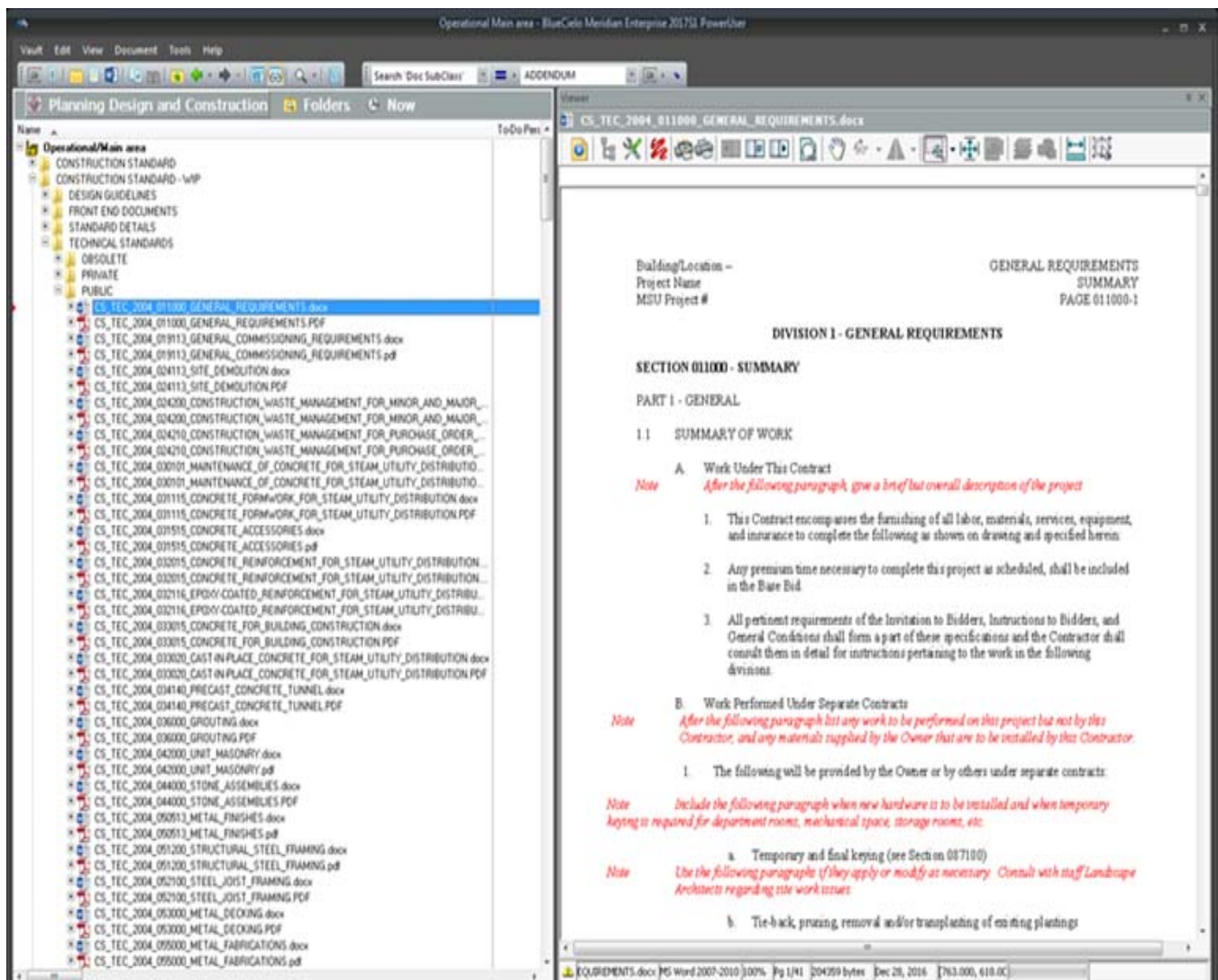


DOCUMENT MANAGEMENT SYSTEM

MSU Standards for Construction — Stewards and Editors

This manual will provide step-by-step instructions for the Construction Standard Stewards and Editors.



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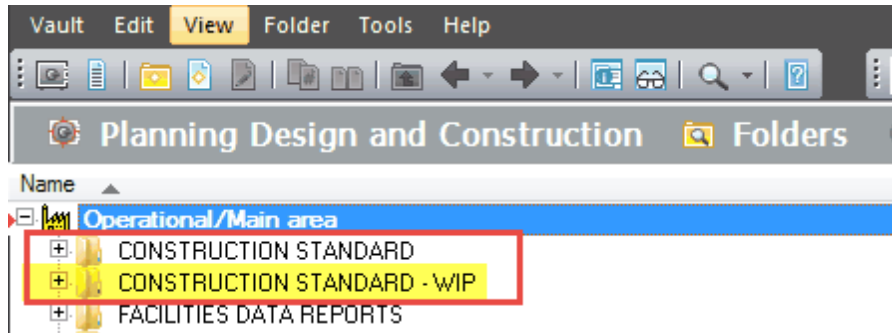
April 12, 2018

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1 Standards for Construction

There are now two folders for Construction Standards in the Operational Vault of Meridian.



- The **Construction Standard** folder contains the published, released versions of the Standards for Construction used for MSU.
 - The files from this folder are published to the IPF website and are also available in the web version of Meridian (Explorer).
- The **Construction Standard - WIP** folder is a copy of the Construction Standard folder where the CS Stewards can add new standards and modify existing construction standard files.
 - A Work In Progress (WIP) folder allows the editors to make changes to a document without those changes being available to the general users until they are finished. Essentially you are working on a copy of the document, then replacing the original document content with the modified version, but all in a separate area of Meridian.
 - While the document is in the WIP folder, the previous version of that document will still be available for use in Meridian and on the IPF website. Since we publish some of our standards to the web, the changes that are being made will not appear on the website until they are completed and released back into the Construction Standard folder.

1.1 Permissions

Construction Standard Stewards (CS Stewards) - Full time staff members that have access to modify and release the MSU Standards for Construction in Meridian.

Editors - Staff members that have permissions to modify the MSU Construction Standards and Standard Details, but cannot release them for use. The files modified by Editors have to be reviewed and approved by CS Stewards.

1.2 Construction Standard Nav Views

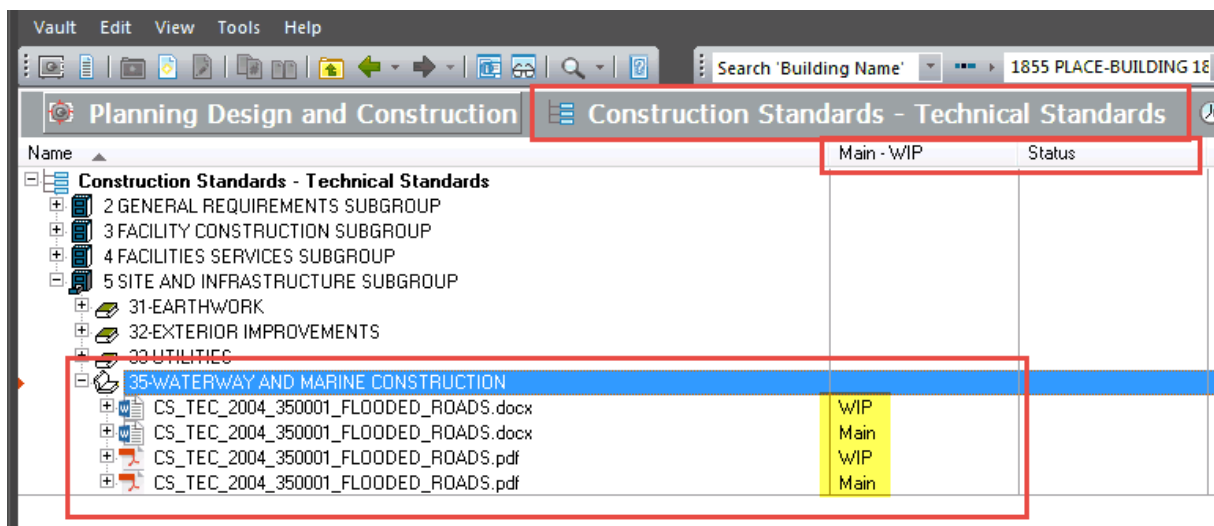
Meridian users that are not CS Stewards will most likely use the Nav Views to view the Construction Standards. CS Stewards can also use the Nav Views, or they can use the Construction Standard - WIP folder in the 'Folder' view of Meridian. The CS Stewards will always have to work on the WIP version of the file, no matter which way they want to view the files.

Because of the Work In Progress (WIP) notion in Meridian (Construction Standard - WIP), the nav views may now have an additional workflow folder level displayed or may appear to display duplicates of each file. To alleviate confusion, here are some explanations:

'Main - WIP' Column View:

If it seems there are two of the same file in Meridian, check the 'Main - WIP' column. This will tell you which version of the file you are looking at.

- The WIP version will be the one that can be modified.
- The Main version will be the version of the file on the web and seen by Meridian users in the Construction Standards folder. Once a change is being made, the Main - WIP columns and Status column will let users know what part of the workflow the file is in.



'Main - WIP' Folder View:

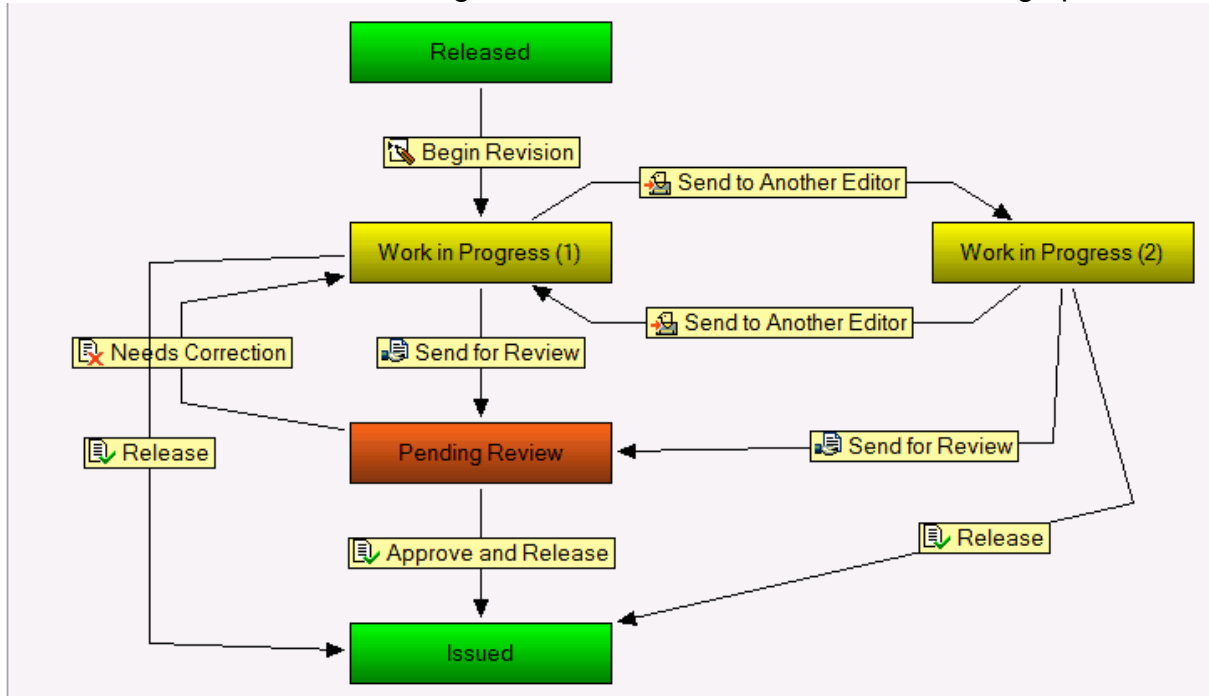
These folders will allow users to see which standards are currently in a workflow process and what the status of those changes are.

- Main - the published, approved files that are not being worked on.
- Main - WIP is in Workflow - the file is being worked on in the Construction Standards WIP folder and is in a workflow process. The file in the Main - WIP is in Workflow folder is the published version.
- WIP - the copy of the file that is being worked on and in a workflow.

Name	Main - WIP	Status	Doc SubClass	CSI Sub Class
Construction Standards - All				
DESIGN GUIDELINES				
FRONT END DOCUMENTS				
STANDARD DETAILS				
TECHNICAL STANDARDS				
Main				
Main - WIP is in Workflow				
CS_TEC_2004_350001_FLOODED_ROADS.docx	Main - WIP is in Wor...	Main Released	TECHNICAL STAND...	350001-F
CS_TEC_2004_350001_FLOODED_ROADS.pdf	Main - WIP is in Wor...	Main Released	TECHNICAL STAND...	350001-F
WIP				
CS_TEC_2004_336315_PIPING_SPECIALTIES_FOR_STEAM_UTILITY_DISTRI...	WIP	WIP Released	TECHNICAL STAND...	336315-PI
CS_TEC_2004_336320_STEAM_AND_CONDENSATE_UTILITY_DISTRIBUTIO...	WIP	WIP Released	TECHNICAL STAND...	336320-S*
CS_TEC_2004_336320_STEAM_AND_CONDENSATE_UTILITY_DISTRIBUTIO...	WIP	WIP Released	TECHNICAL STAND...	336320-S*
CS_TEC_2004_336321_DIRECT_BURIED_STEAM_AND_CONDENSATE_UTIL...	WIP	WIP Released	TECHNICAL STAND...	336321-DI
CS_TEC_2004_336321_DIRECT_BURIED_STEAM_AND_CONDENSATE_UTIL...	WIP	WIP Released	TECHNICAL STAND...	336321-DI
CS_TEC_2004_337119_ELECTRICAL_UNDERGROUND_DUCTS_AND_MANH...	WIP	WIP Released	TECHNICAL STAND...	337119-EI
CS_TEC_2004_337119_ELECTRICAL_UNDERGROUND_DUCTS_AND_MANH...	WIP	WIP Released	TECHNICAL STAND...	337119-EI
CS_TEC_2004_350001_FLOODED_ROADS.docx	WIP	Pending Review and Release	TECHNICAL STAND...	350001-FL
CS_TEC_2004_350001_FLOODED_ROADS.pdf	WIP	Pending Review and Release	TECHNICAL STAND...	350001-FL

1.3 Workflow Process

Work In Progress (WIP) allows for the files to be put into a workflow process. Workflow options are available for the Stewards and Editors that are modifying the files in the WIP folder. Below is the workflow diagram of the Construction Standards change process.



Workflow statuses:

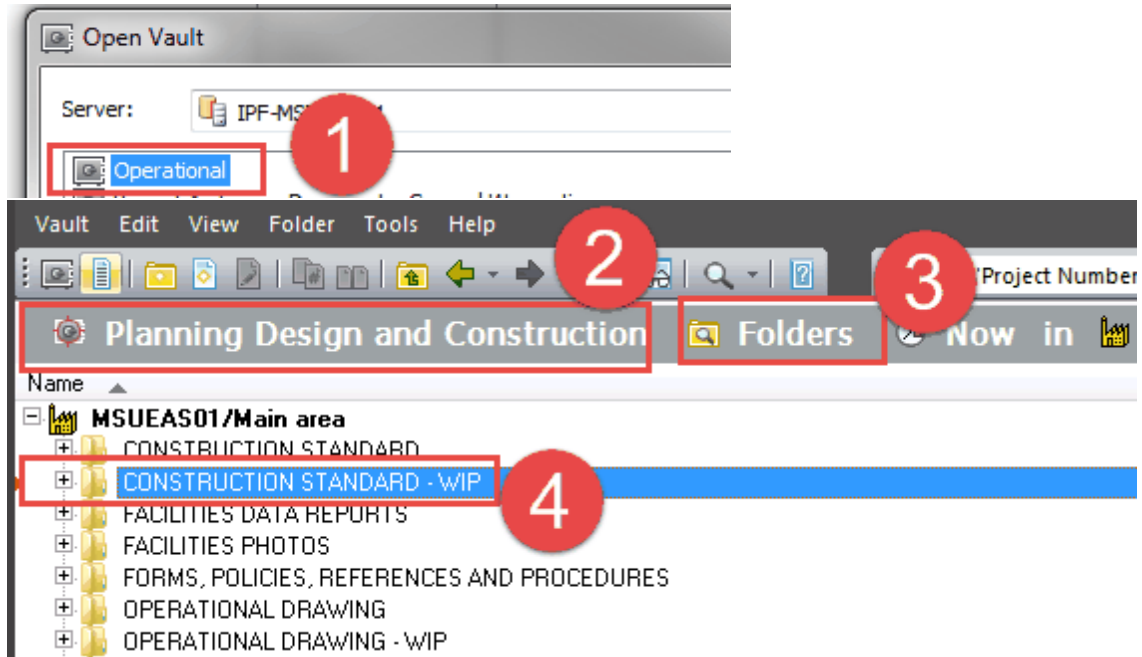
- **Released:** The current, published version of the file.
- **Work in Progress (1):** When the file is put into the workflow to begin revisions. Usually assigned to one's self, but can be assigned to someone else.
- **Work in Progress (2):** If the file is sent to another editor for further modifications.
- **Pending Review:** When the file is sent to a CS Steward for review and approval
- **Issued:** The changes are all approved and the file is released out of the workflow.

Workflow actions:

- **Begin Revision** - replaced 'Start Quick Change'. Begins the WIP process and sends the file into the workflow.
- **Send to Another Editor** - Users can send the standard to another person for further modifications.
- **Send for Review** - This is used for Editors. Any modifications they make will have to be reviewed, approved and released by a CS Steward.
- **Needs Correction** - The CS Steward can send the file back to the Editor for corrections.
- **Approve and Release** - The CS Steward approves all changes to the files and can release the native WIP file.
- **Release** - At any point in the workflow process, the CS Steward can release the file they are working on.

1.4 Accessing the Construction Standard - WIP files

1. Open the 'Operational Vault' in Meridian
2. Navigate to the scope that best represents the department or crew you work for if you are not already in one.
3. Open the 'Folders' view
4. Open the Construction Standard - WIP folder and find the Standard you are going to modify.



*Note - You can also use the Construction Standard Nav Views to modify files, but remember to only work on the native WIP file. For this manual, I will be using the Construction Standards - WIP folder.

2 Modify a Construction Standard - WIP

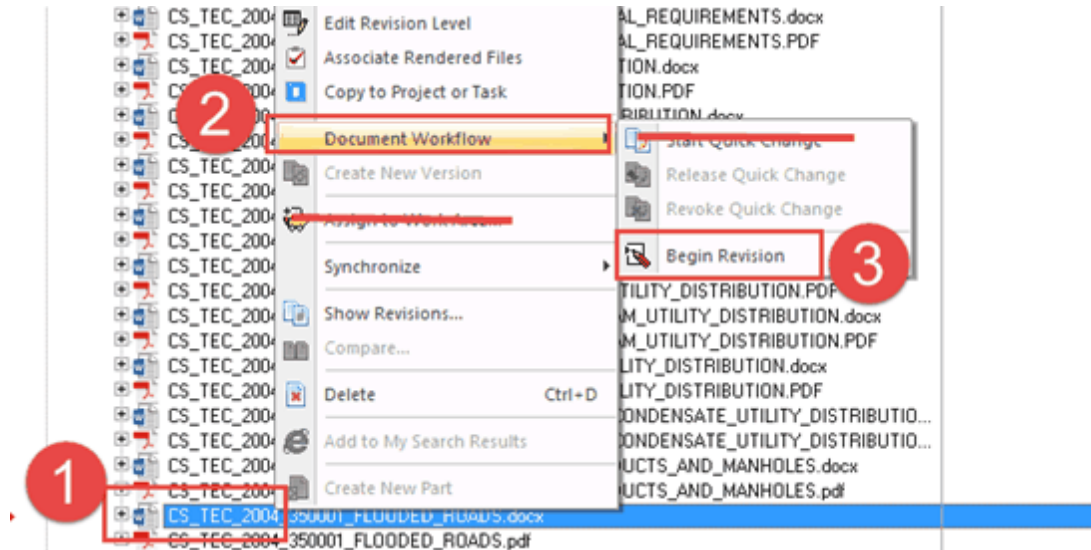
- Modifying the standards for construction happens in the Construction Standard - WIP folder (WIP stands for Work In Progress).
- The Construction Standard - WIP folder in Meridian houses a complete copy of the Construction Standard folder.
- Workflow options have been added to the WIP area.
- All Changes will be made to the WIP files.
- All changes will be made to the native WIP files (Microsoft Word documents or the AutoCAD files) in the WIP folder.
- The published WIP file (PDF file) will automatically be brought along during modifications.
- When the modifications to the native WIP files are finished, the CS Steward will have to export a PDF of the updated native WIP file to replace the published WIP file.
- Once the WIP files are released, the Main Construction Standard folder files (both Native and Published) will be replaced with the new version from WIP.



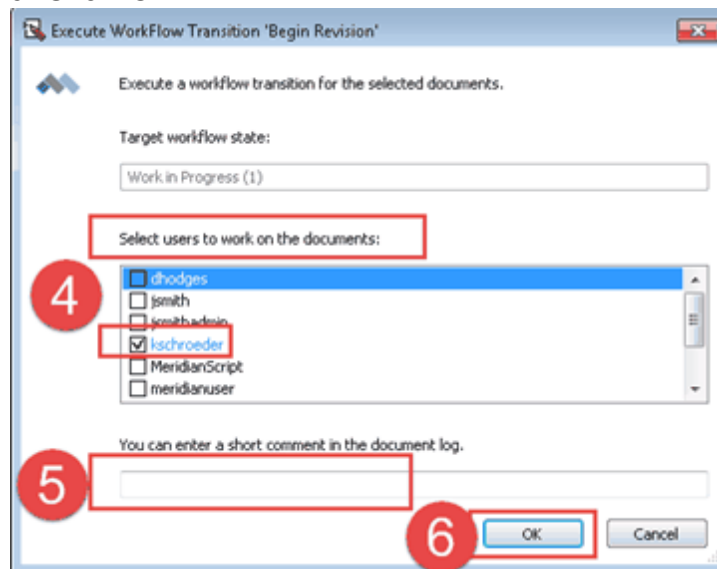
2.1 Begin Revision

The **'Begin Revision'** terminology replaced 'Start Quick Change'. This action is done to the native WIP file and sends the file into the workflow process to be modified.

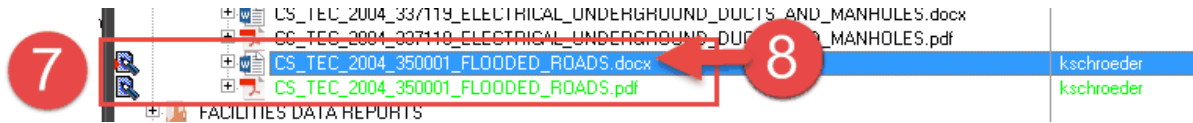
1. Right-click on the native WIP file.
2. Select 'Document Workflow'.
3. Select **'Begin Revision'** (No more start quick change or assign to work area)



4. Your user name should be selected. If you'd like to assign this file to another user, you can select them from the list.
5. If you are assigning the file to a different user, or want a note for yourself, enter a comment.
6. Click 'OK'.



7. The native and published files should now be under a revision.
8. Double click to open the native file.



***Make sure the top does not say [Read-Only]. If it does, close the file and make sure to start over at step 1 above.

RIGHT:



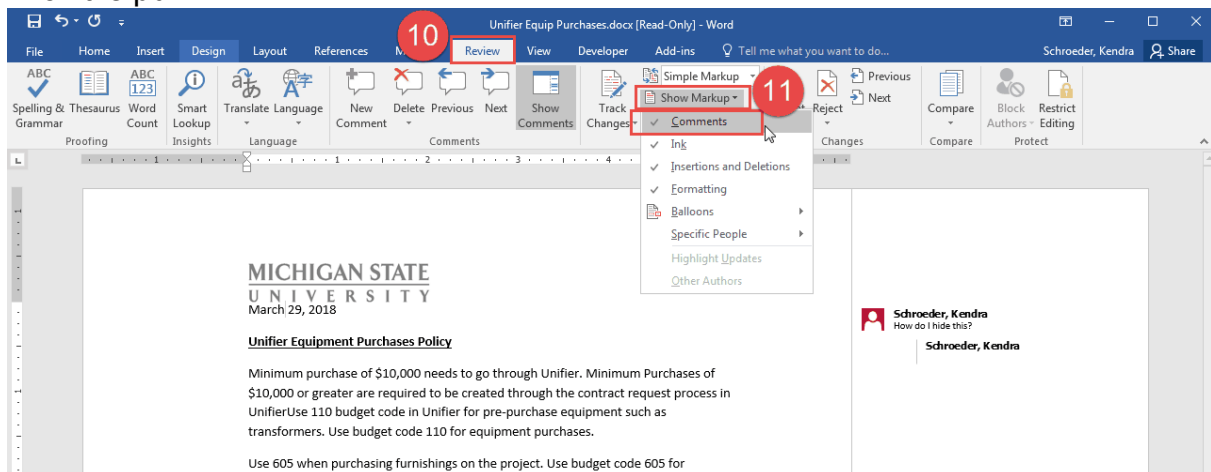
CS_TEC_2004_350001_FLOODED_ROADS.docx [Compatibility Mode] - Word

WRONG:

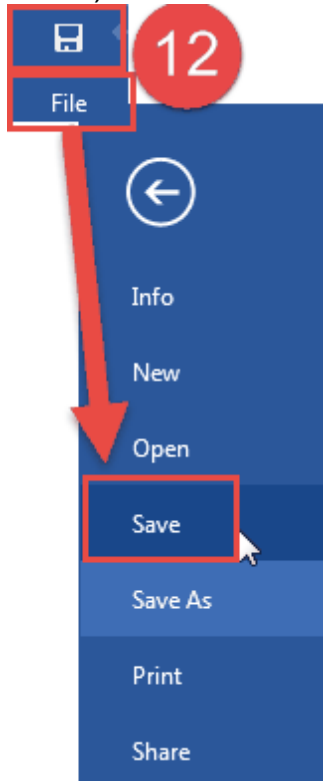


CS_TEC_2004_350001_FLOODED_ROADS.docx [Read-Only] [Compatibility Mode] - Word

9. Make any changes to the native file.
10. Go to the 'Review' tab.
11. Open the 'Show Markup' drop down and un-check any items you don't want shown on the pdf.



12.'Save' the document (because the file is stored in Meridian, it will automatically save to Meridian).



2.2 Workflow Decision

At this point, there are different workflow options:



Editors: Staff members that have permissions to modify the MSU Construction Standards and Standard Details, but cannot release them for use. The files modified by Editors have to be reviewed and approved by CS Stewards.

- If you are going to '**Send to Another Editor**' for further modifications, do not create the published file.

- If you are going to '**Send for Review**', create the published file.



CS Stewards: Full time staff members that have access to modify and release the MSU Standards for Construction in Meridian.

- If you are going to '**Send to Another Editor**' for further modifications, do not create the published file.

- If you are going to '**Release**', create the published file.



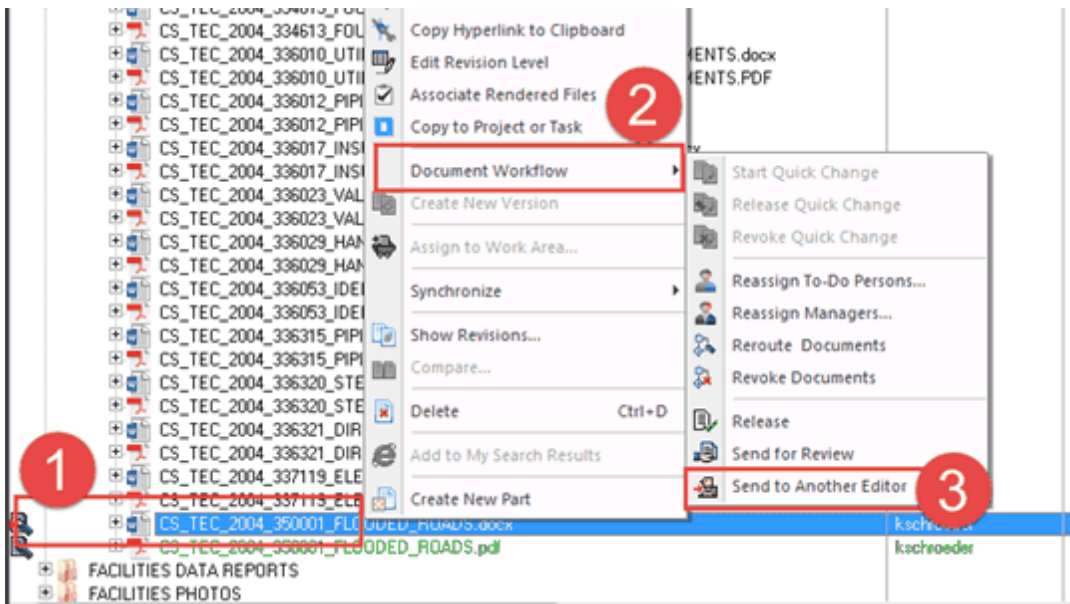
- If you are going to '**Approve and Release**', the published file should already be updated. Meridian will warn you if it is not.

2.3 Editors

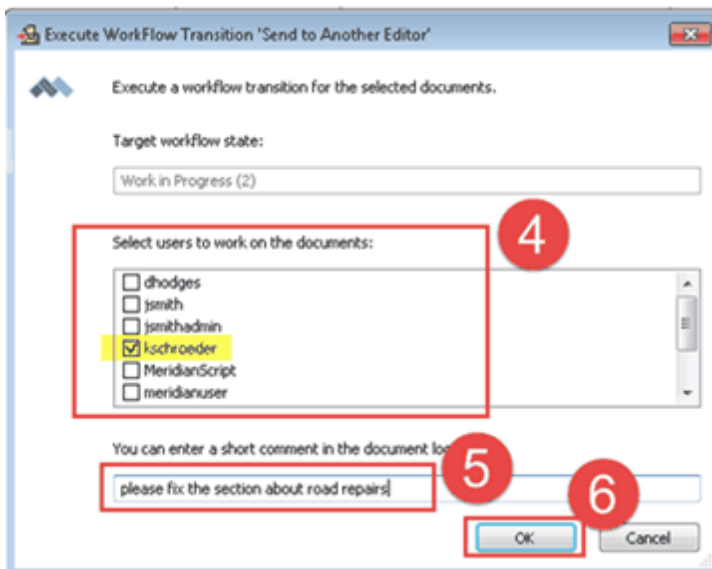
2.3.1 Send to Another Editor

Editors can send the standard to another person for further modifications. Do not create the published file until the file is ready to be sent for review.

1. Right click on the native WIP file.
2. Select 'Document Workflow'.
3. Select '**Send to Another Editor**'.



4. Select the editor from the list.
5. Fill in a comment in the document log.
6. Click 'OK'.



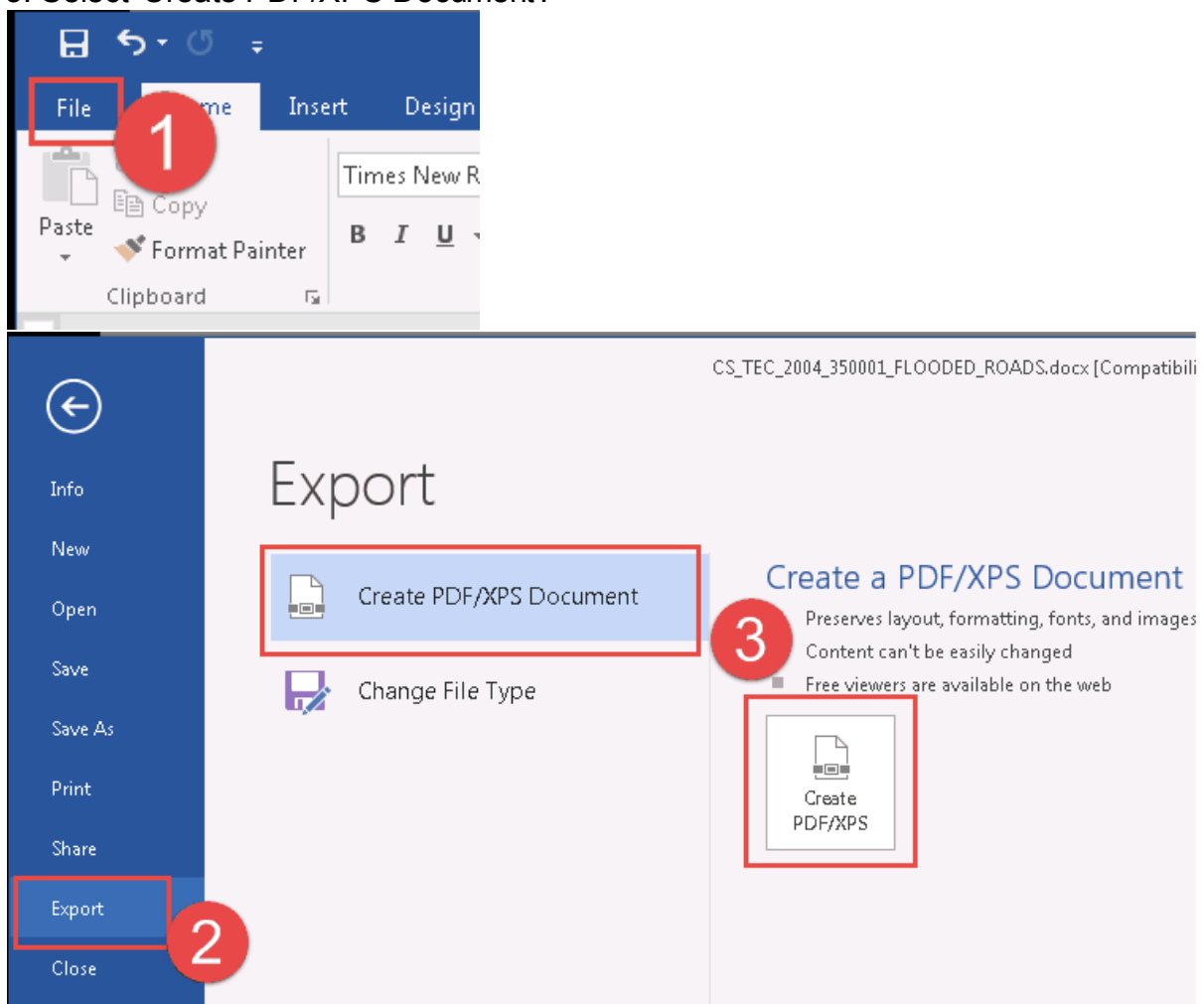
2.3.2 Creating the published file

Make sure ALL the changes to the native WIP file are completed before you create your published file. If you make any more updates to the native file and/or hit save again, you will have to recreate a published file with a later date/time stamp than the native file.

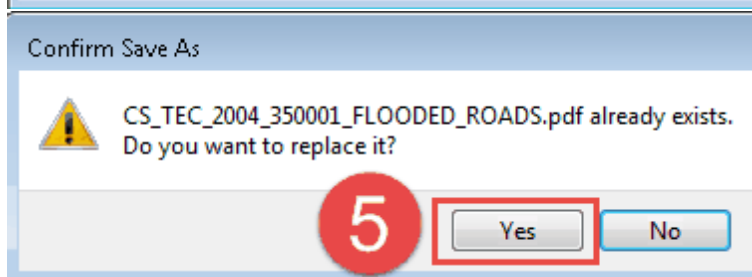
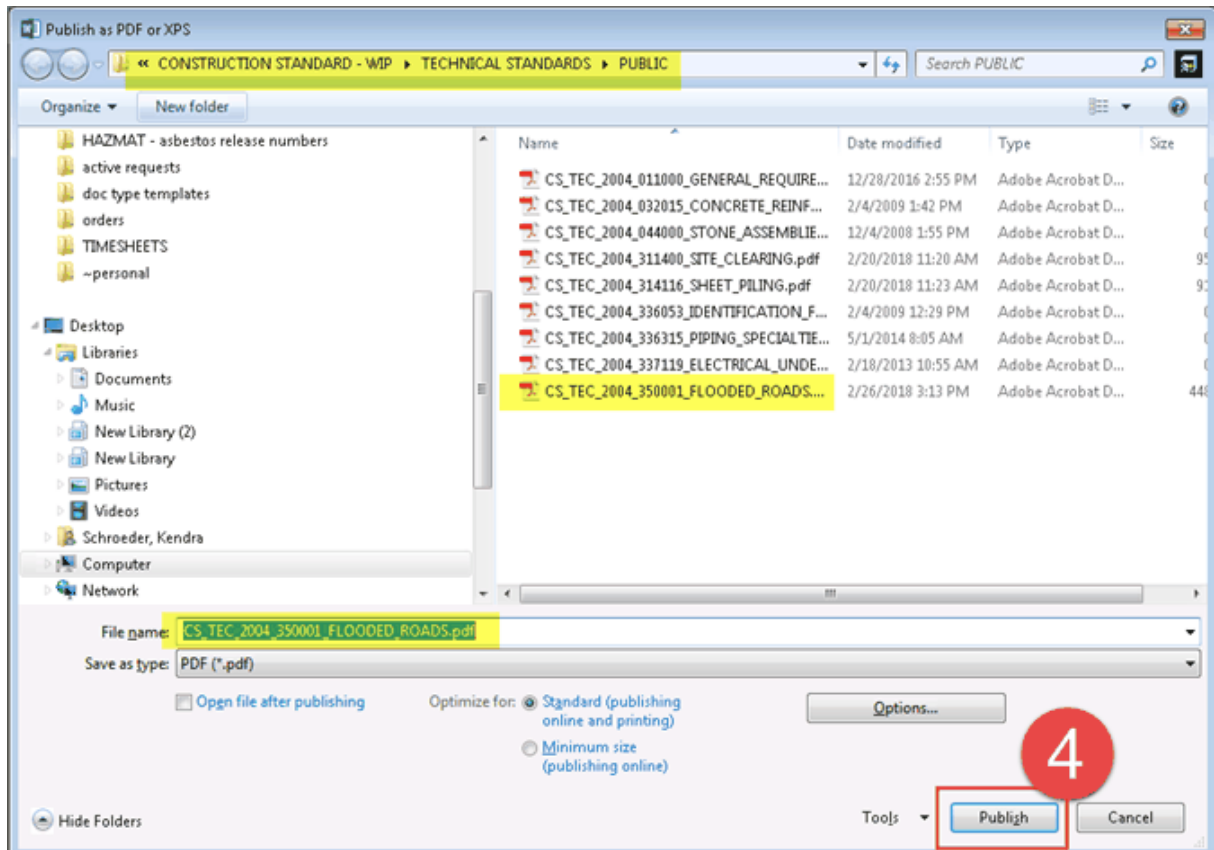
These instructions show what to do for Word files. For AutoCAD files, create the pdf as you would normally do and verify the file is going into Meridian.

For Word files:

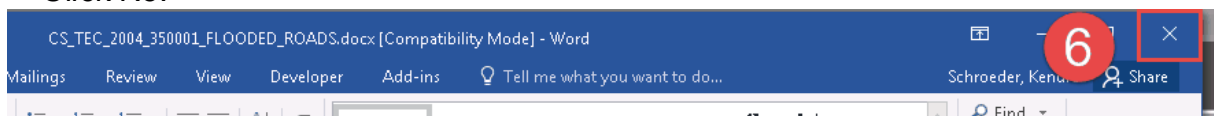
1. Click on 'File'
2. Click on 'Export'.
3. Select 'Create PDF/XPS Document'.



- The native file should default the export into the correct location in the Meridian vault and be named the same as the file it will be replacing. Verify this (the highlighted portions) and if it is correct, click on 'Publish'.
- Click 'Yes' to replace the previous version of the published file in Meridian.



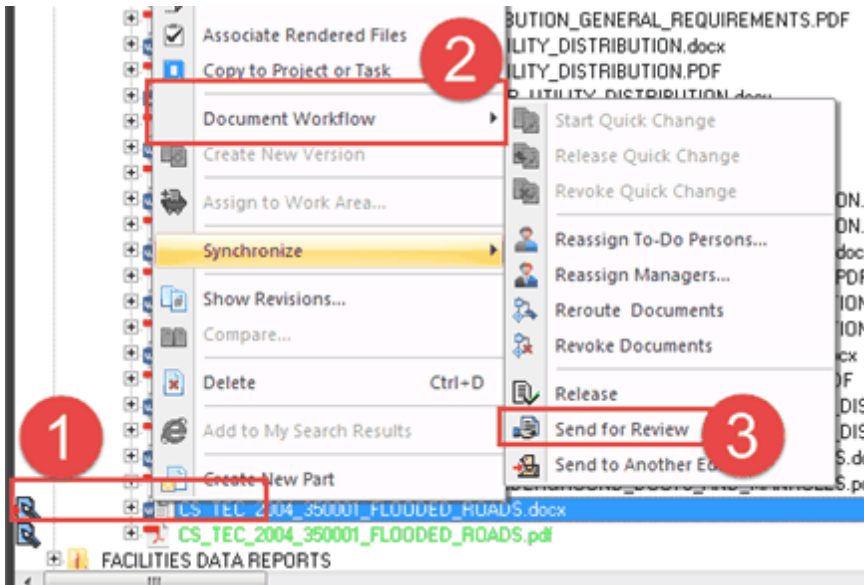
- Close the native file without saving it. If you are prompted to save it, do not click yes. Click No.



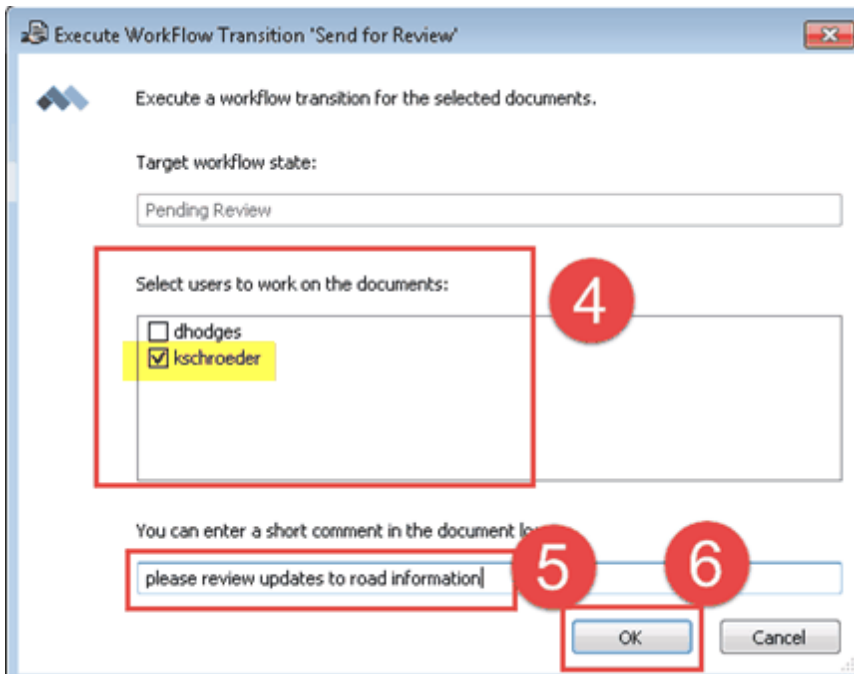
2.3.3 Send for Review

This is used for Editors that are not CS Stewards. Any modifications they make will have to be reviewed, approved and released by a CS Steward. The published file will need to be created before the file is sent for review.

1. Right click on the native WIP file.
2. Select 'Document Workflow'.
3. Select '**Send for Review**'.



4. Select the CS Steward from the list.
5. Fill in a comment in the document log.
6. Click 'OK'.



2.3.4 Needs Correction

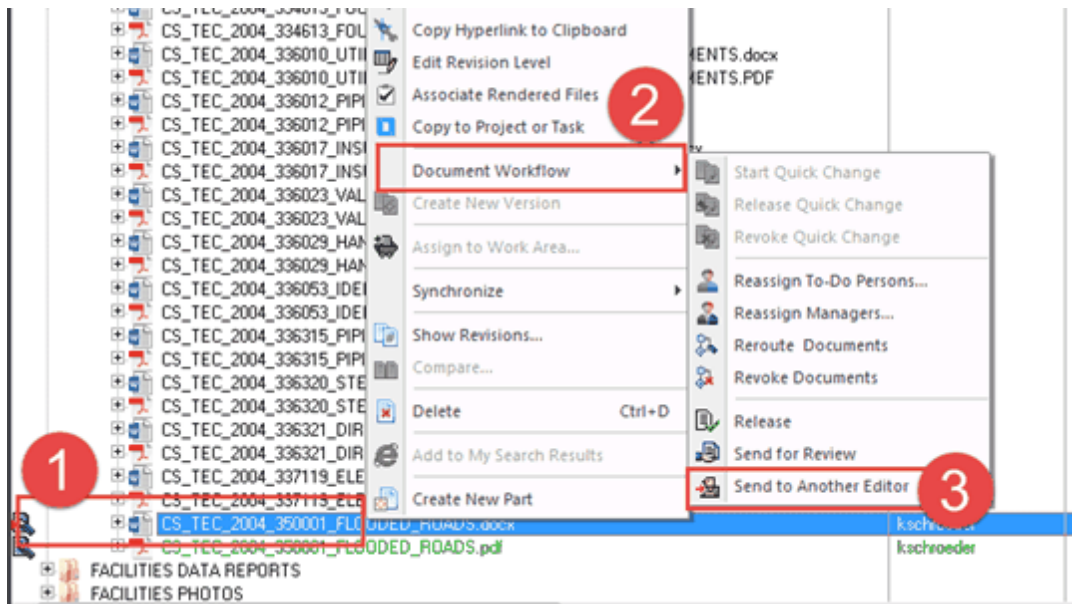
- The CS Steward can send the file back to the Editor for corrections.
- Once the corrections are made, the published file will need to be recreated in Meridian.
- The files will need to be sent to the CS Steward for review again.

2.4 CS Stewards

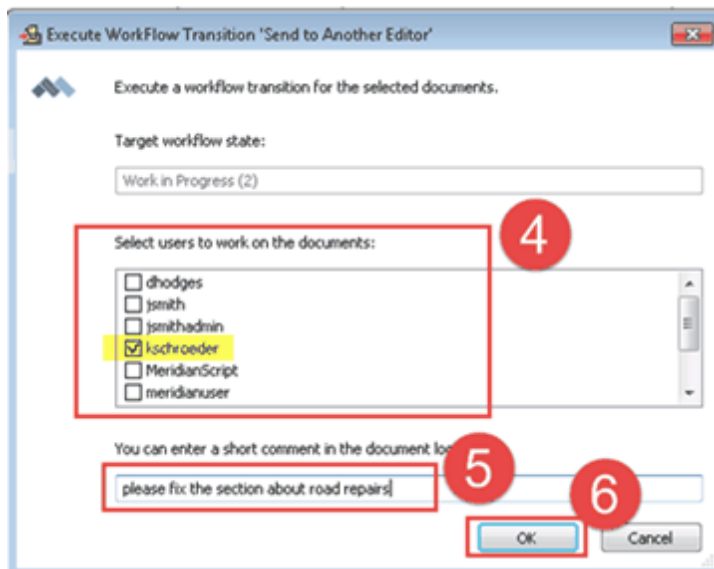
2.4.1 Send to Another Editor

CS Stewards can send the standard to another person for further modifications. Do not create the published file until the file is ready to be sent for review.

1. Right click on the native WIP file.
2. Select 'Document Workflow'.
3. Select '**Send to Another Editor**'.



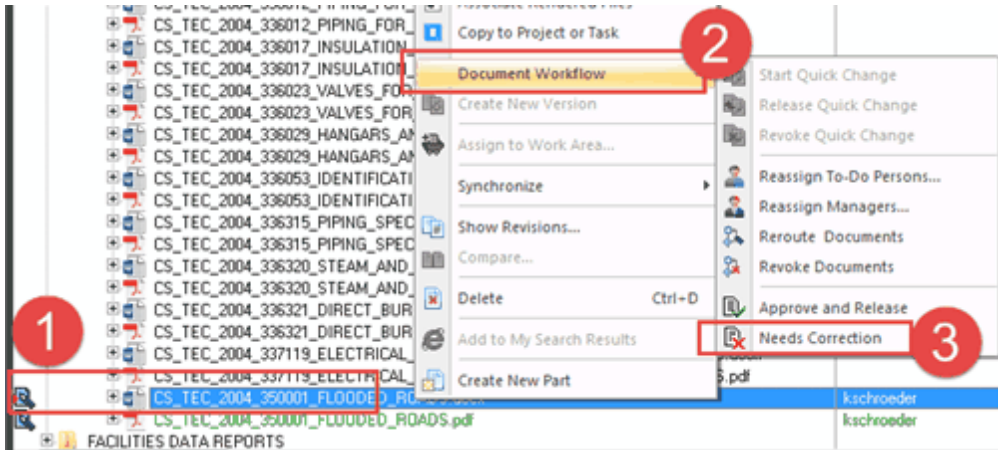
4. Select the editor from the list.
5. Fill in a comment in the document log.
6. Click 'OK'.



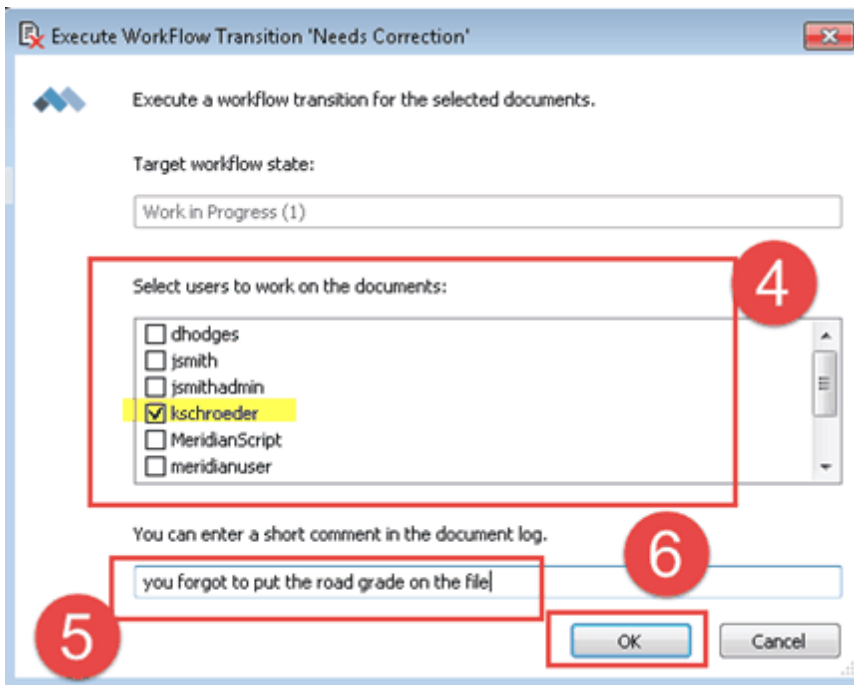
2.4.2 Needs Correction

The CS Steward can send the file back to the Editor for corrections.

1. Right click on the native WIP file.
2. Select 'Document Workflow'.
3. Select '**Needs Correction**'.



4. Select the Editor from the list.
5. Fill in a comment in the document log.
6. Click 'OK'.



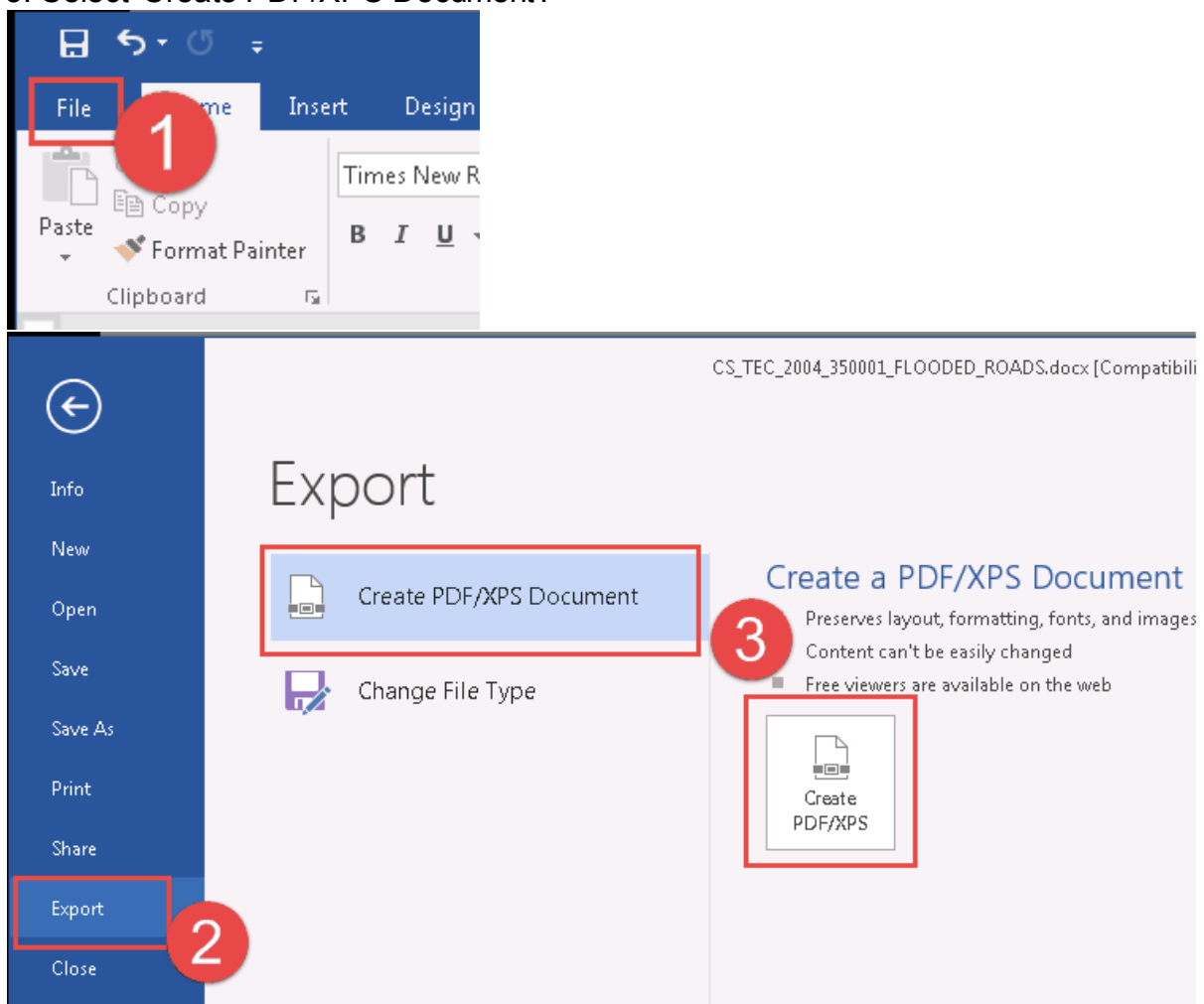
2.4.3 Creating the published file

Make sure ALL the changes to the native WIP file are completed before you create your published file. If you make any more updates to the native file and/or hit save again, you will have to recreate a published file with a later date/time stamp than the native file.

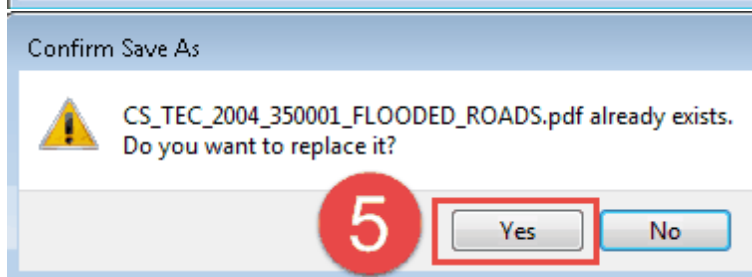
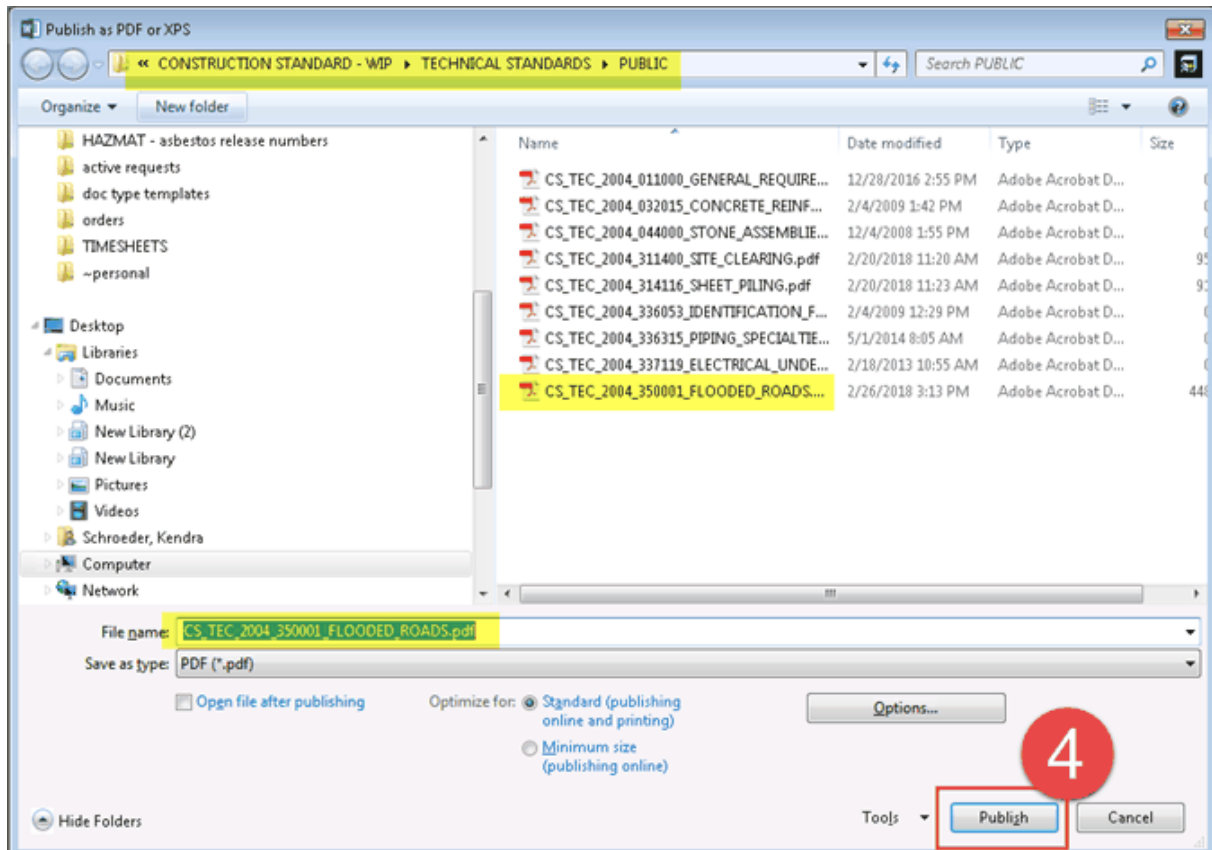
These instructions show what to do for Word files. For AutoCAD files, create pdf as you would normally do and verify the file is going into Meridian.

For Word files:

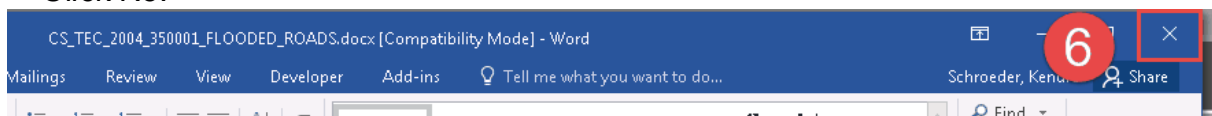
1. Click on 'File'
2. Click on 'Export'.
3. Select 'Create PDF/XPS Document'.



- The native file should default the export into the correct location in the Meridian vault and be named the same as the file it will be replacing. Verify this (the highlighted portions) and if it is correct, click on 'Publish'.
- Click 'Yes' to replace the previous version of the published file in Meridian.



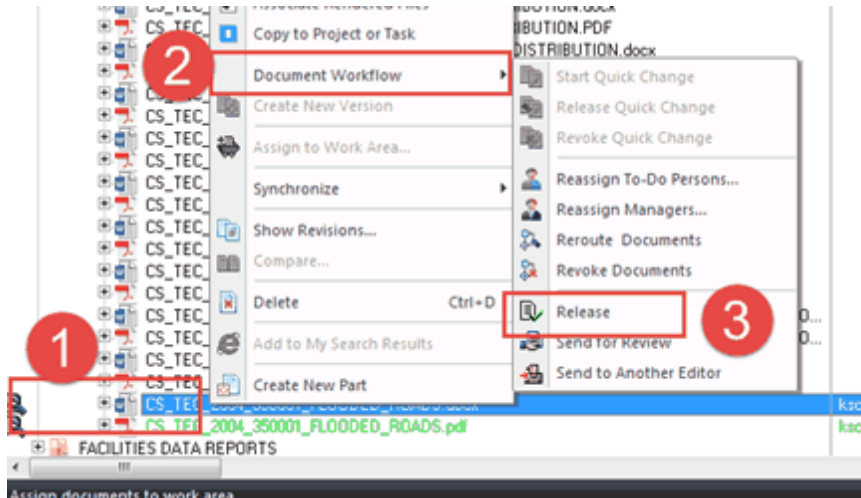
- Close the native file without saving it. If you are prompted to save it, do not click yes. Click No.



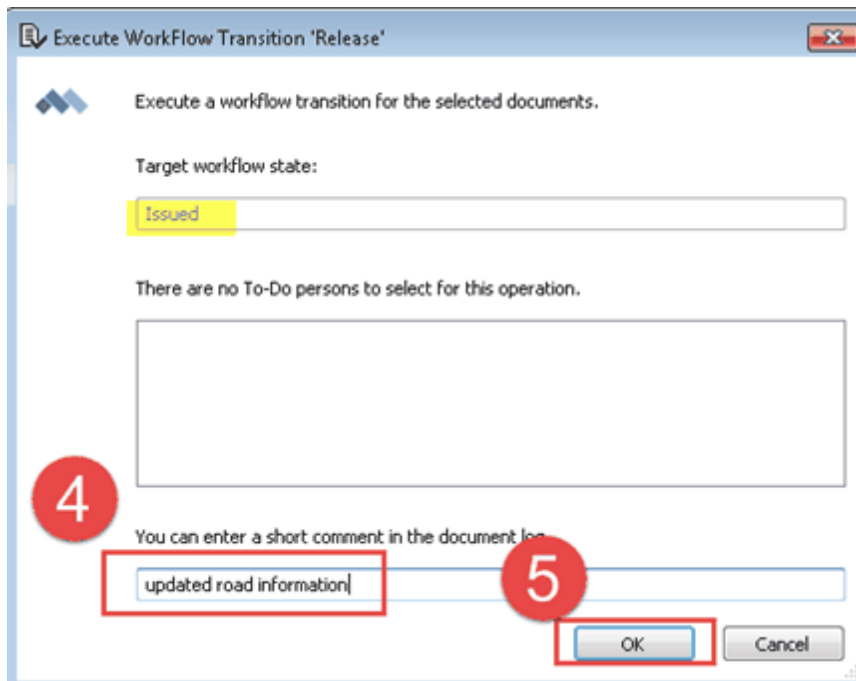
2.4.4 Release

At any point in the workflow process, the CS Steward can release the file they were working on. The published file will automatically release when this action is used, as long as it has been updated in the WIP folder with a new version.

1. Right click on the native WIP file.
2. Select 'Document Workflow'.
3. Select '**Release**'.



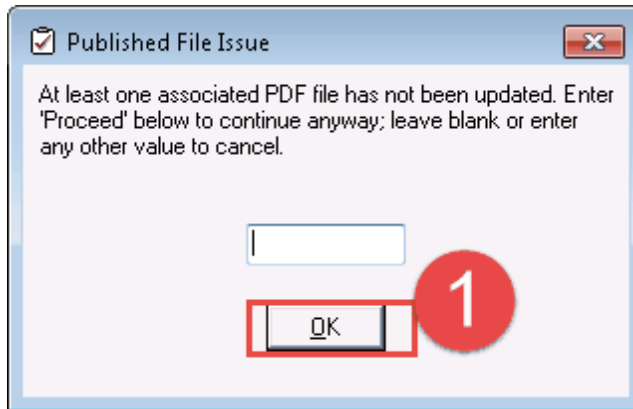
4. Fill in a comment in the document log.
5. Click 'OK'.



Note: Issued means this copy has replaced the file in the Main Construction Standards folder and will be available to general users and published to the web.

2.4.4.1 Published file error

If the Published file was not updated, you will get the following error:



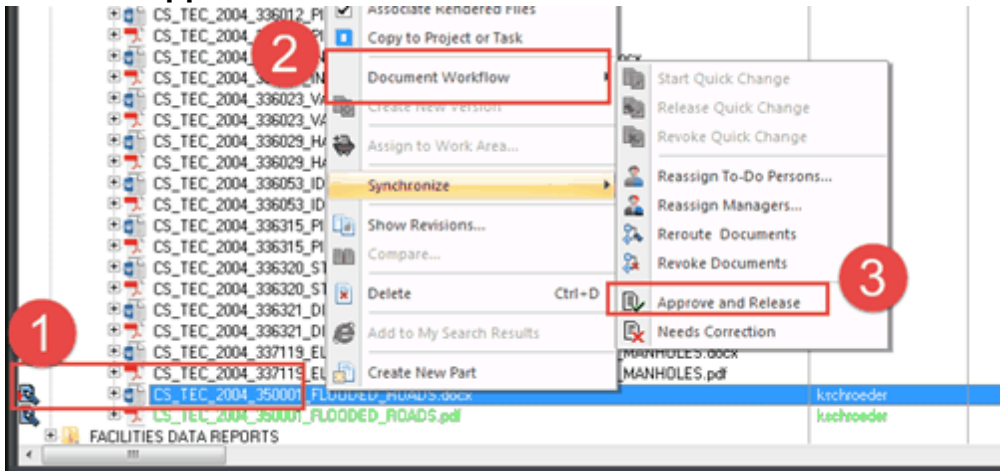
1. Click 'OK'.
2. Double click to open the native WIP file.
3. 'Export' the file to a PDF (reference 'Creating a published file')

* If you type 'Proceed', you are acknowledging that the native file and pdf do not match and this will be reflected in Meridian for general users and also on the web.

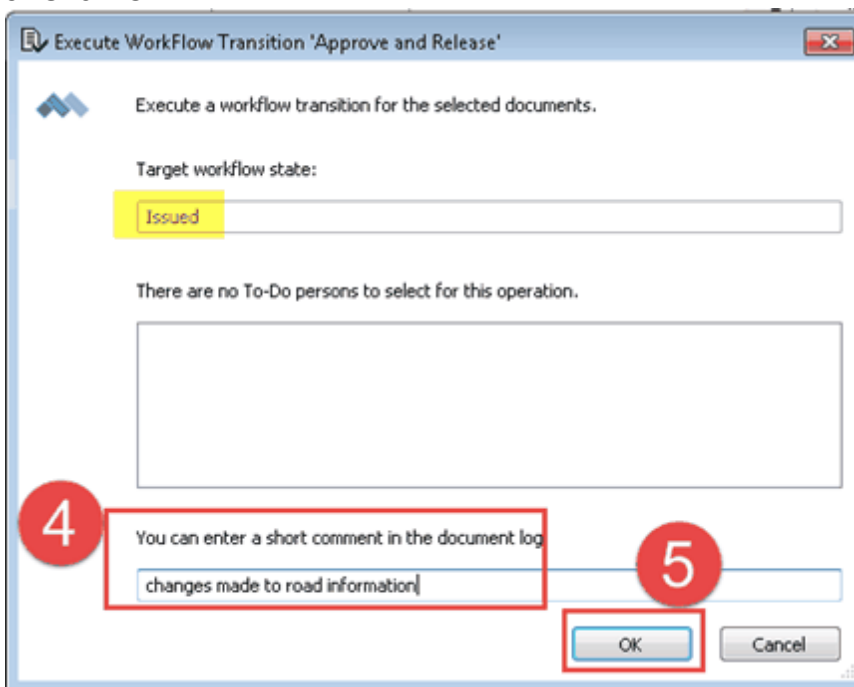
2.4.5 Approve and Release

The CS Steward approves all changes made to the files by the Editors and can release the native WIP file. The published file will automatically release when this action is used, as long as it has been updated to the newest version.

1. Right click on the native WIP file.
2. Select 'Document Workflow'.
3. Select '**Approve and Release**'.



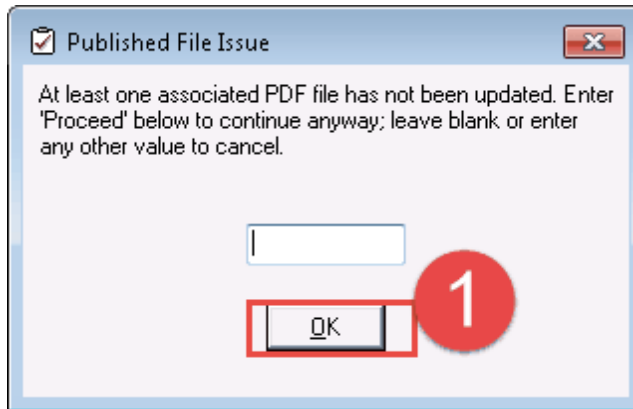
4. Fill in a comment in the document log.
5. Click 'OK'.



Note: Issued means this copy has replaced the file in the Main Construction Standards folder and will be available to general users and published to the web.

2.4.5.1 Published file error

If the Published file was not updated, you will get the following error:



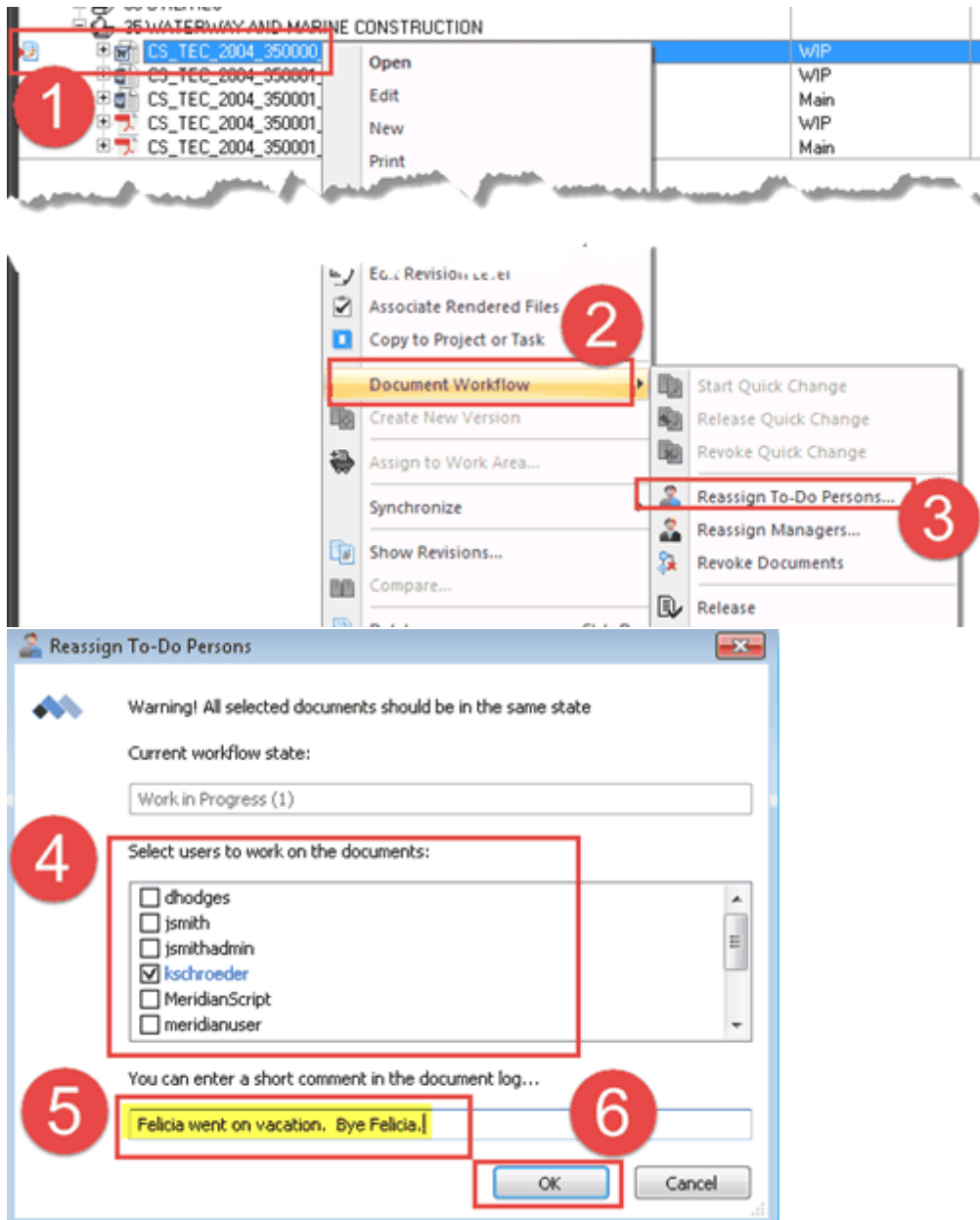
1. Click 'OK'.
2. Double click to open the native WIP file.
3. 'Export' the file to a PDF (reference 'Creating a published file')

* If you type 'Proceed', you are acknowledging that the native file and pdf do not match and this will be reflected in Meridian for general users and also on the web.

2.4.6 Reassign To-Do Person

The CS Stewards and Meridian Admins have the permissions to re-assign the files that are in the workflow to other Editors or CS Stewards if needed.

1. Right click on the native WIP file.
2. Select 'Document Workflow'.
3. Select '**Reassign To-Do Persons...**'.
4. Pick a new person.
5. Type a comment in the log.
6. Click 'OK'.

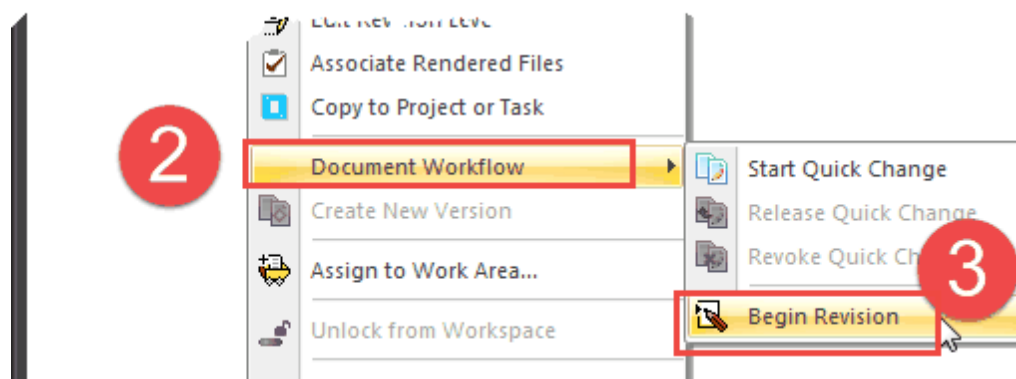
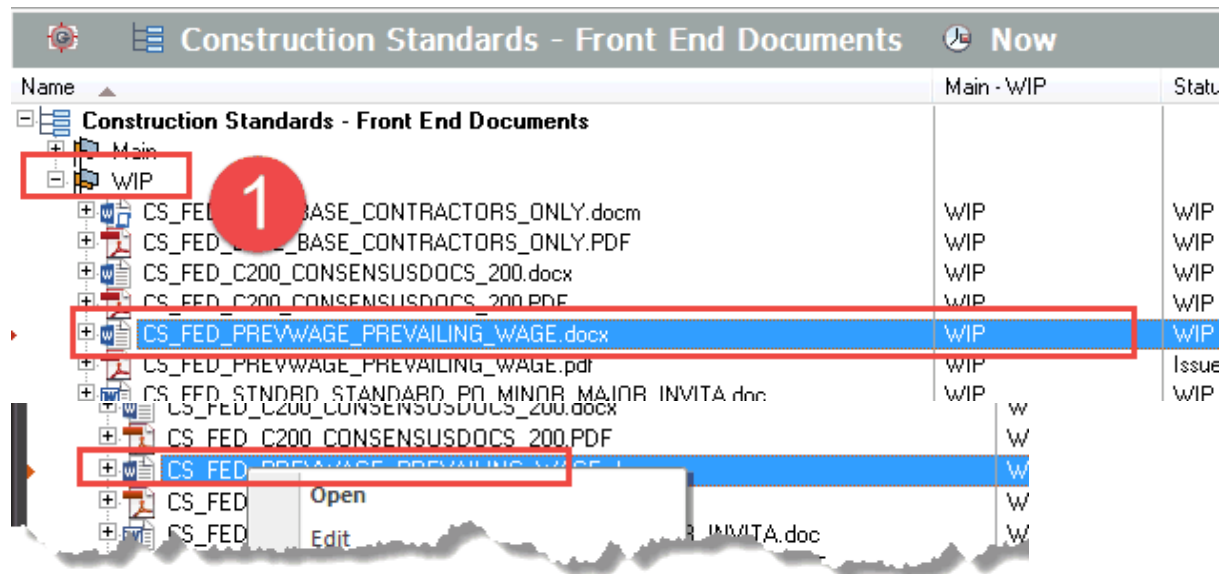


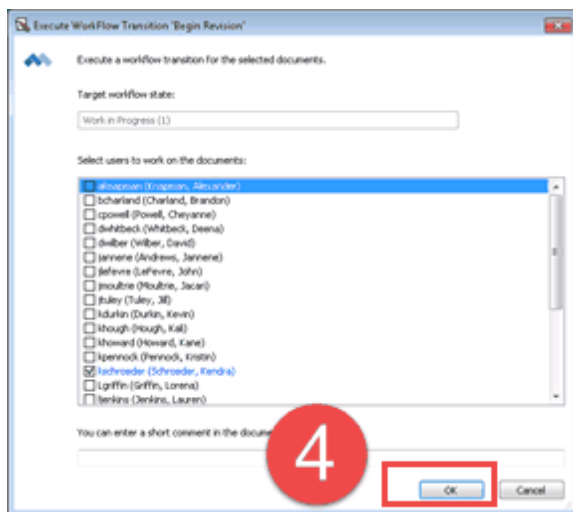
2.5 Prevailing Wages

Prevailing Wages are different than the other Standards for Construction. These don't actually have a word document to update, but because of the way Meridian is designed, the same steps need to be followed to add a PDF file with a later date than the word file.

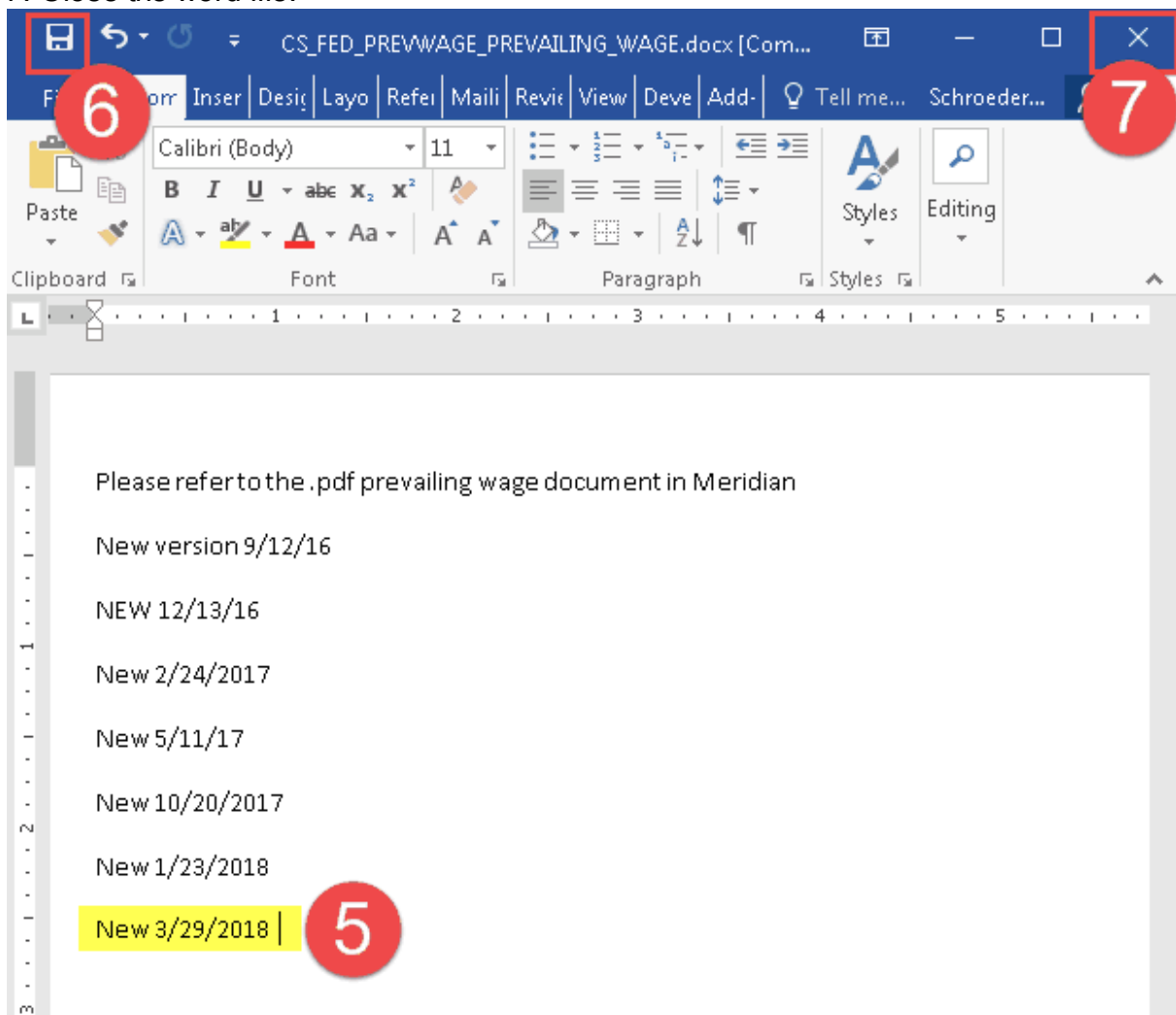
When the new Prevailing wage files are received from the state, to add them to Meridian:

1. Find and select the WIP Prevailing Wage word file in Meridian.
2. Right click and select 'Document Workflow'.
3. Select 'Begin Revision'.
4. Click 'OK'.

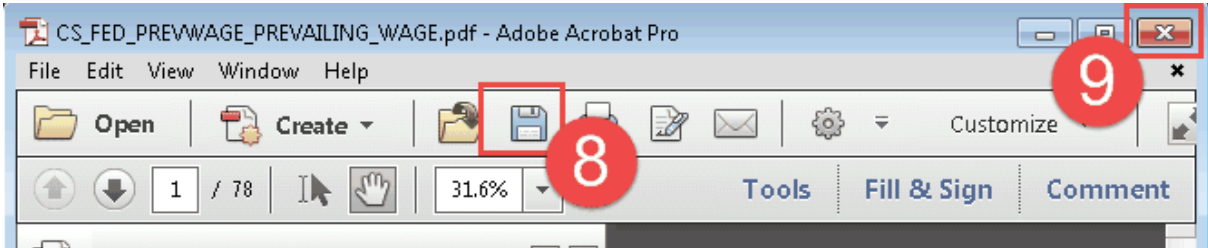




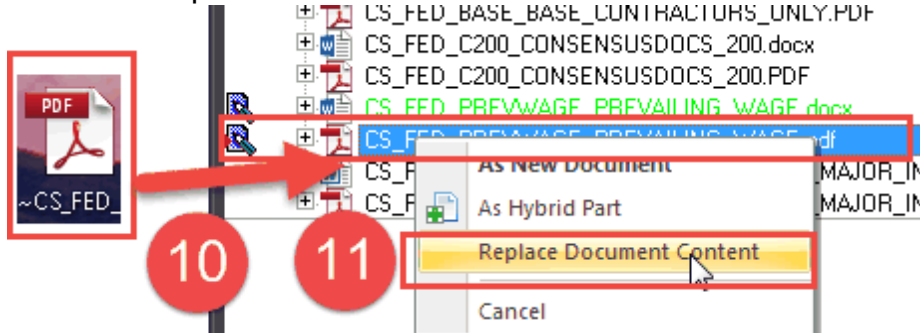
5. Open the word file, add a line with the new date.
6. Save the file.
7. Close the word file.



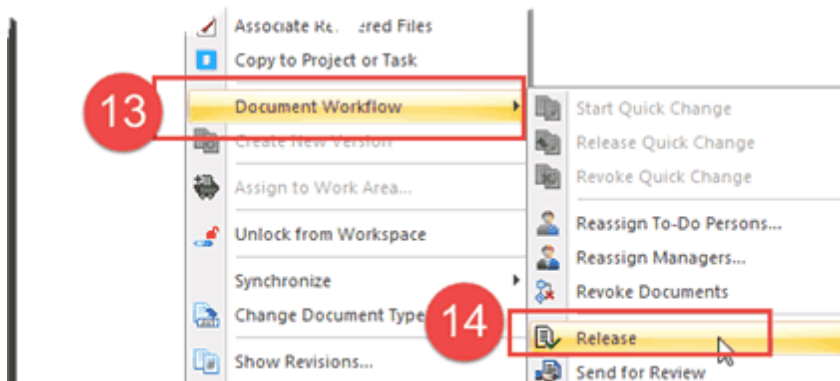
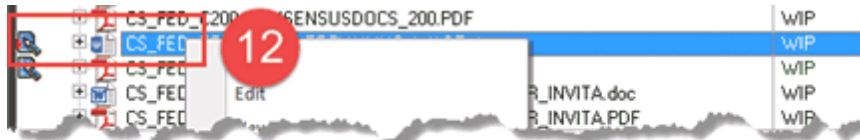
8. Outside of Meridian, create the PDF file from the files you received. You will have to put them in the correct order when combining them.
9. Save and close the PDF file.



10. Drag and drop the new pdf directly on top of the WIP pdf in Meridian.
11. Select 'Replace Document Content'.



12. Right click on the Word file
13. Select 'Document Workflow'.
14. Select 'Release'.
15. Enter a comment and click OK.



You can enter a short comment in the document log.



3 Adding a Construction Standard

- Editors and CS Stewards have permissions to add a new Construction Standard or Standard Detail to Meridian.
- For initial adding into the system, both the native and published files should be created and saved outside of Meridian.
- The native file and published file will need to be added to Meridian separately and then associated to each other.
- These files will only be available in the WIP folder until they are approved and released by a CS Steward.
- Once the WIP files are released, the Main Construction Standard folder files (both Native and Published) will display the new Construction Standard.

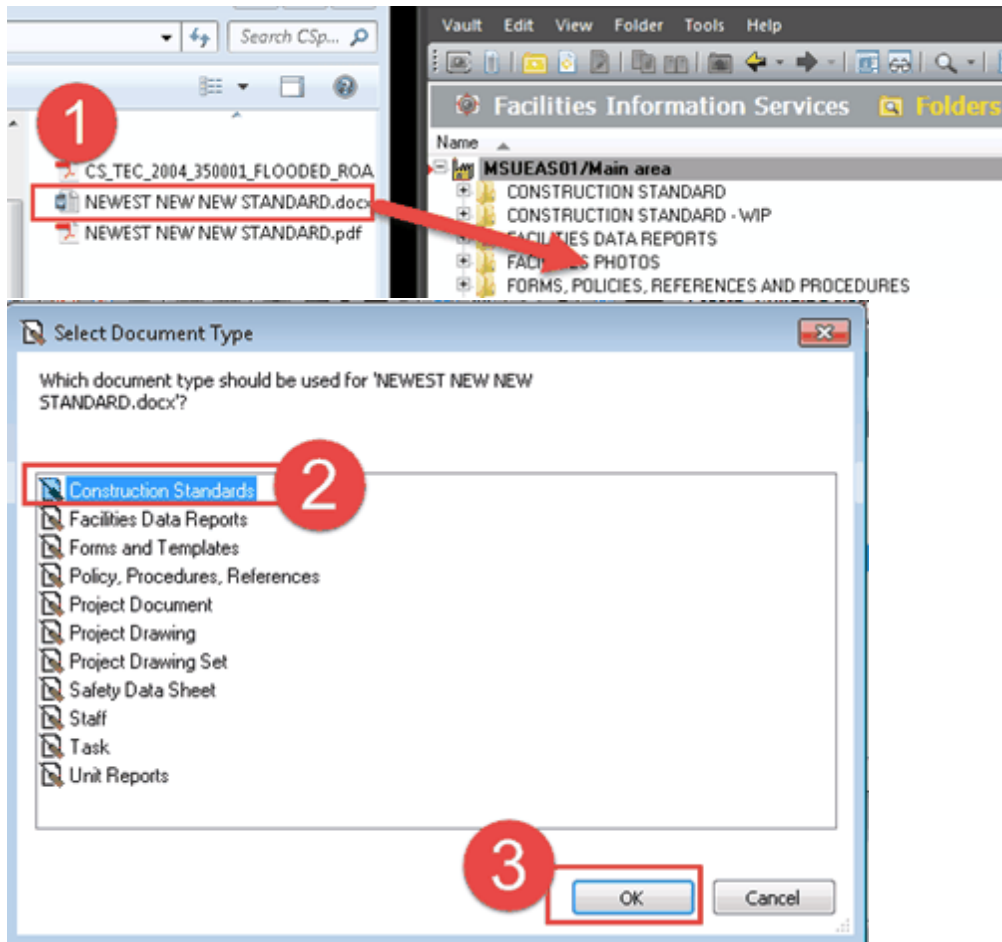


3.1 Adding the native file



Once you have the native file created, you can add it to Meridian.

1. Drag and Drop the native file into the Meridian Operational Vault.
2. Select the 'Construction Standards' document type.
3. Click 'OK'



3.2 Describe the native file








Fill in the Wizard with the correct metadata.

1. Fill in all required fields.
2. Use the magnifying glass icons to access drop down lists of values.
3. Select the CSI Subdivision - If the CSI Subdivision you need isn't there, it needs to be added to the list of values (see below).
4. Delete the source file so Meridian is the central repository.
5. Click 'Finish'.

Import 'NEWEST NEW NEW STANDARD.docx' - Enter/Edit Properties

Set Values To: System Defaults | My Defaults | Copy Existing Document Values: Current Selection | Browse to Document

Standard |

Doc Class	 CS	CONSTRUCTION STANDARD
Sub Class	 TEC	TECHNICAL STANDARDS
Security Level	 PB	PUBLIC
Document Date	2 / 27 / 2018	
CSI Format	 2004	
Major Heading	 SI	5 SITE AND INFRASTRUCTURE SUBGROUP
CSI Division	 35	WATERWAY AND MARINE CONSTRUCTION
CSI SubDivision	 350000	WATERWAYS
Description		

File Name:

Delete Source View

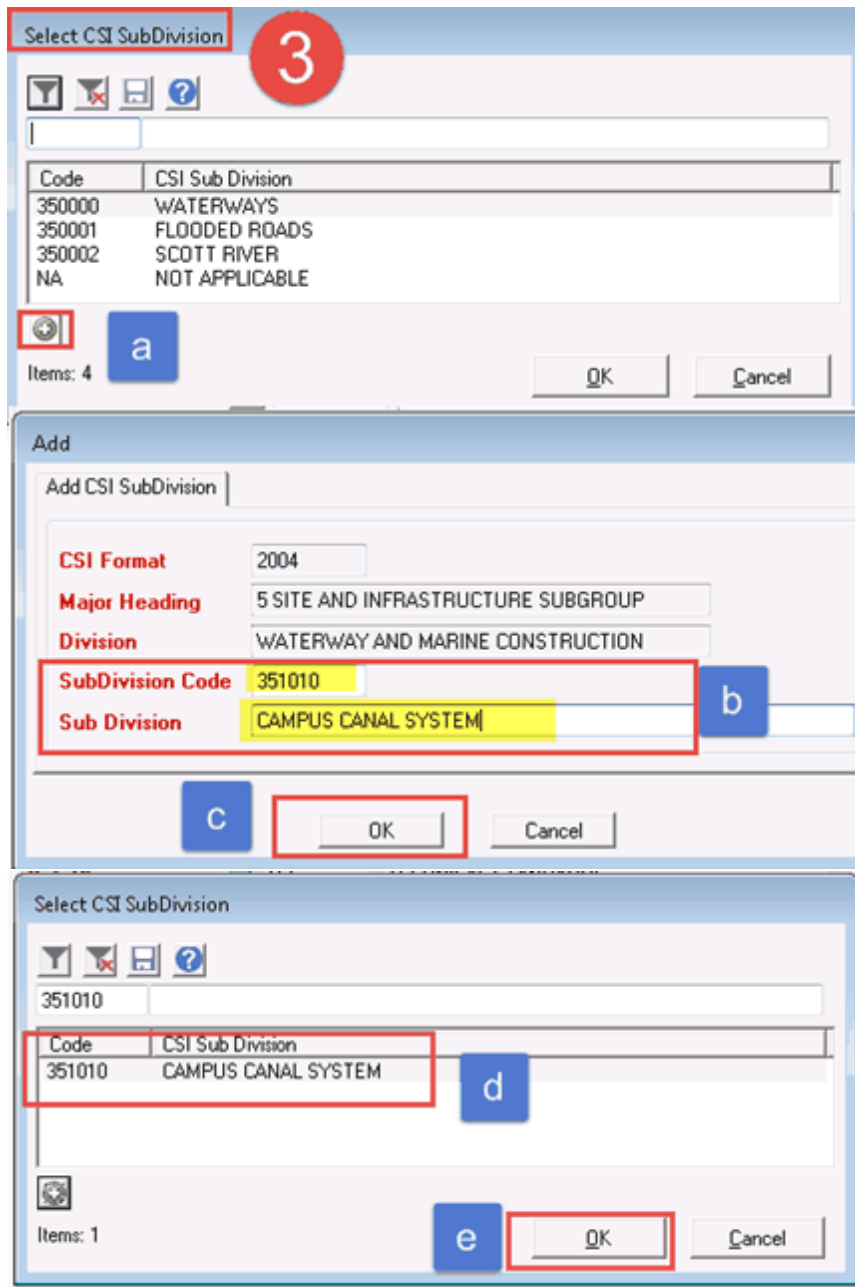
Finish Cancel

see call out below.

3.2.1 Adding a CSI SubDivision

CS Stewards can add to the SubDivision drop down list of values if the value does not already exist in Meridian.

3. In the Select CSI SubDivision dialog box:
 - a. click on the green plus sign.
 - b. add a valid code and name.
 - c. click 'OK'.
 - d. select the new CSI subdivision.
 - e. click 'OK'.

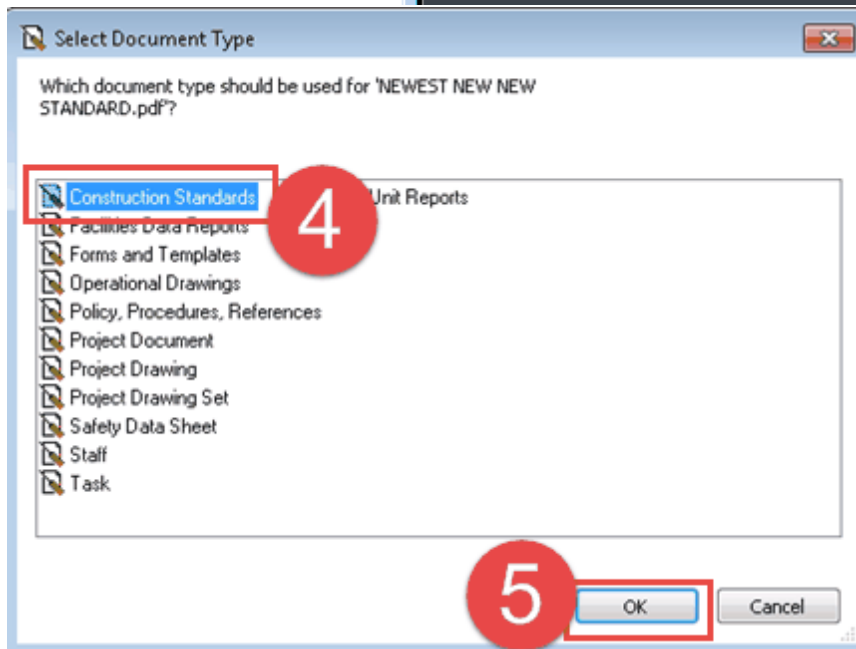
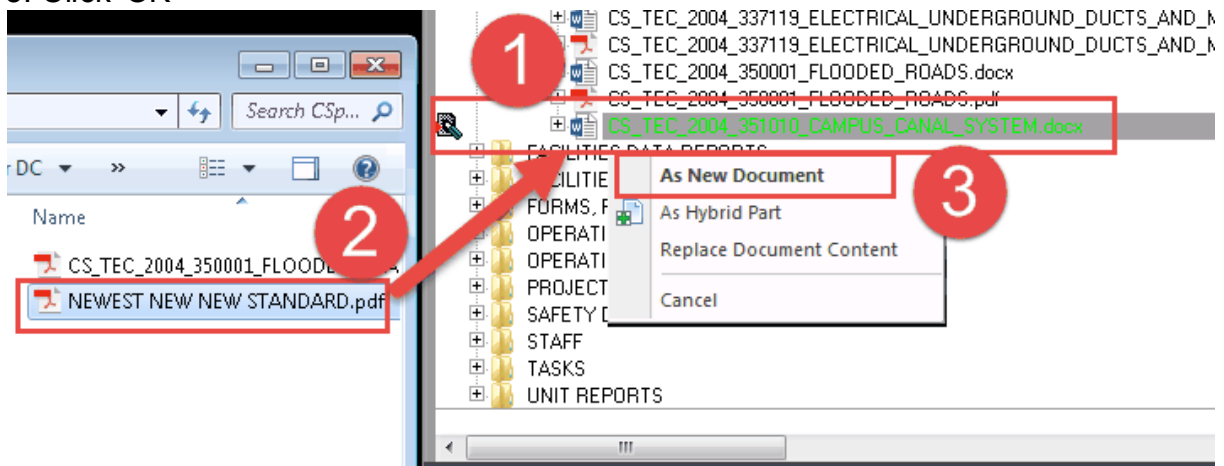


3.3 Adding the published file



Once the native WIP file is added to Meridian, you can add the published file.
* Remember it must have a later creation date than the native file to be valid.

1. Select the native file you just added to Meridian if it isn't already selected.
2. Drag and drop the published file directly on top of the native file in Meridian.
3. Select 'As New Document'.
4. Select 'Construction Standards' document type.
5. Click 'OK'



- When the wizard appears, click on 'Current Selection' to auto-populate the fields to match the native file.
- Click 'Finish'.

Import 'NEWEST NEW NEW STANDARD.pdf' - Enter/Edit Properties

Set Values To: System Defaults | My Defaults | **Current Selection** | Browse to Document

Standard | Notes

Doc Class	CS	CONSTRUCTION STANDARD
Sub Class	TEC	TECHNICAL STANDARDS
Security Level	PB	PUBLIC
Document Date	2 /27/2018	
CSI Format	2004	
Major Heading	SI	5 SITE AND INFRASTRUCTURE SUBGROUP
CSI Division	35	WATERWAY AND MARINE CONSTRUCTION
CSI SubDivision	351010	CAMPUS CANAL SYSTEM
Description		

File Name: _____

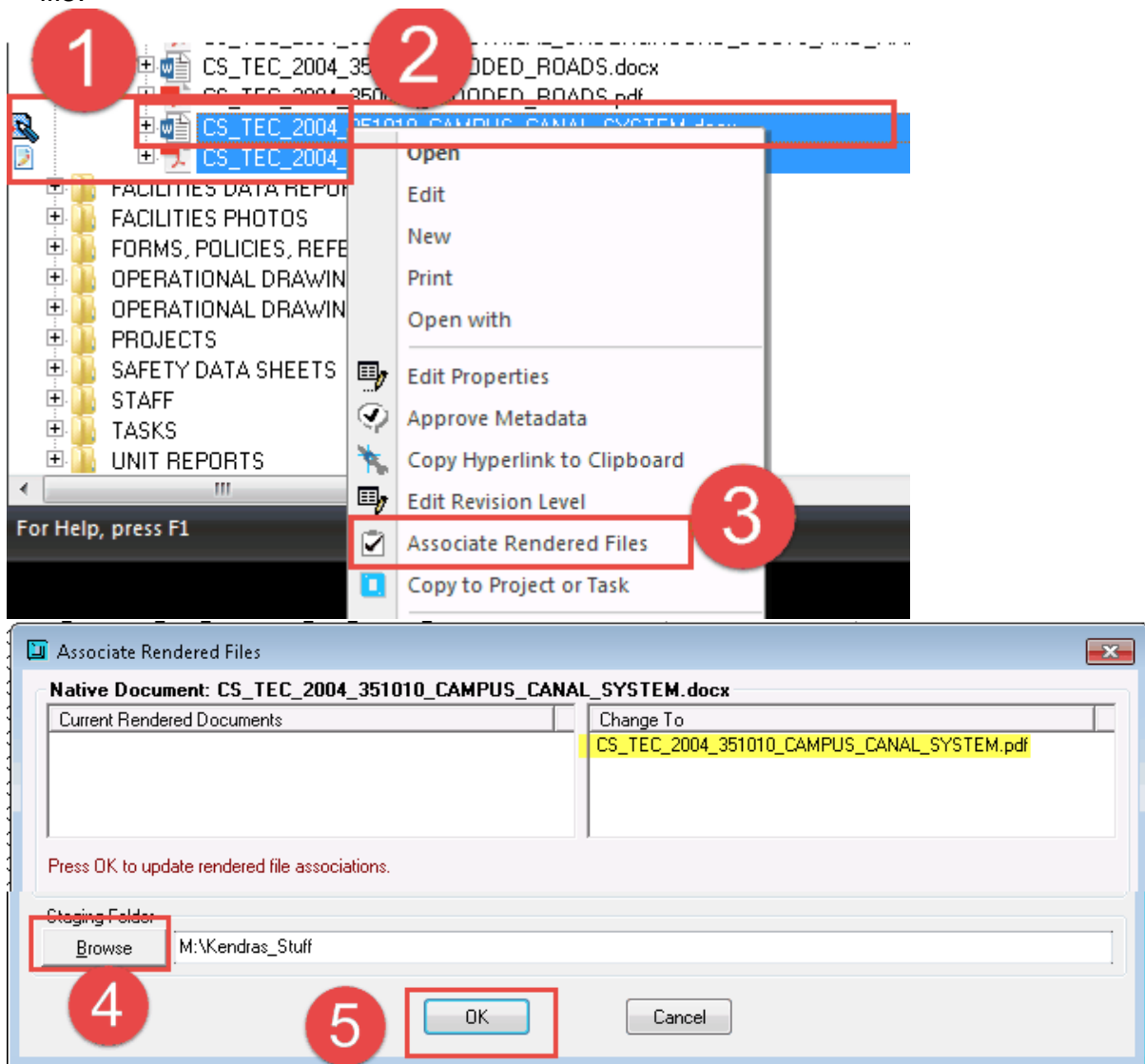
Delete Source | View

7 Finish | Cancel

3.4 Associating the files

After both the native and the published file have been added to Meridian, you will need to associate them. This association will create the bond between the files that makes them move through the system together.

1. Select both the native and published WIP files.
2. Right click on the native file only.
3. Select 'Associate Rendered Files'.
4. The first time, you will need to browse to a different folder. You can pick any place other than the C drive you want.
5. Click 'OK' if the 'Change To' file listed is indeed the published version of the native file.



The file will now be listed under the 'Current Rendered Documents'.

3.5 Workflow Decision

At this point, there are different workflow options. Because the standard was newly added, both the native and published files should already be in Meridian, unless more modifications happen.

Editors:

- You can '**Send to Another Editor**' for further modifications. The published file will

need to be recreated if changes were made to the native file.



- You can '**Send for Review**'. The published file should be current. Meridian will warn you if it is not.

** Reference Part II - section 5 - Editors in this manual for step-by-step instructions for each choice above.*

CS Stewards:

- You can '**Send to Another Editor**' for further modifications. The published file will

need to be recreated if changes were made to the native file.



- You can '**Release**'. The published file should be current. Meridian will warn you if it is not.
- If You can '**Approve and Release**'. The published file should be current. Meridian will warn you if it is not.

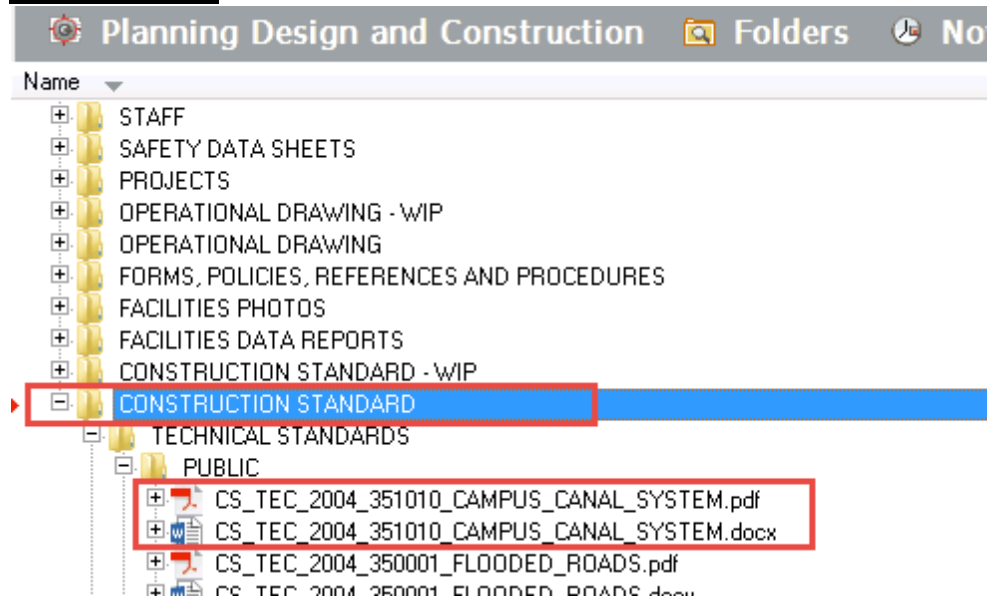
** Reference Part II - section 6 - CS Stewards in this manual for step-by-step instructions for each choice above.*

Because this is a new Standard in Meridian, make sure to release the native WIP file. Until this happens, it does not exist in the Main Construction Standards folder and will not appear on the web for general users of the Standards.

3.6 Released to the Main Construction Standards folder

*** Remember - Until the new native file is released from the WIP workflow, it and the published file will not exist in the Main Construction Standards folder in Meridian. The files will also not appear on the webpage until they are released from the WIP workflow.

Folders View:



Nav View:

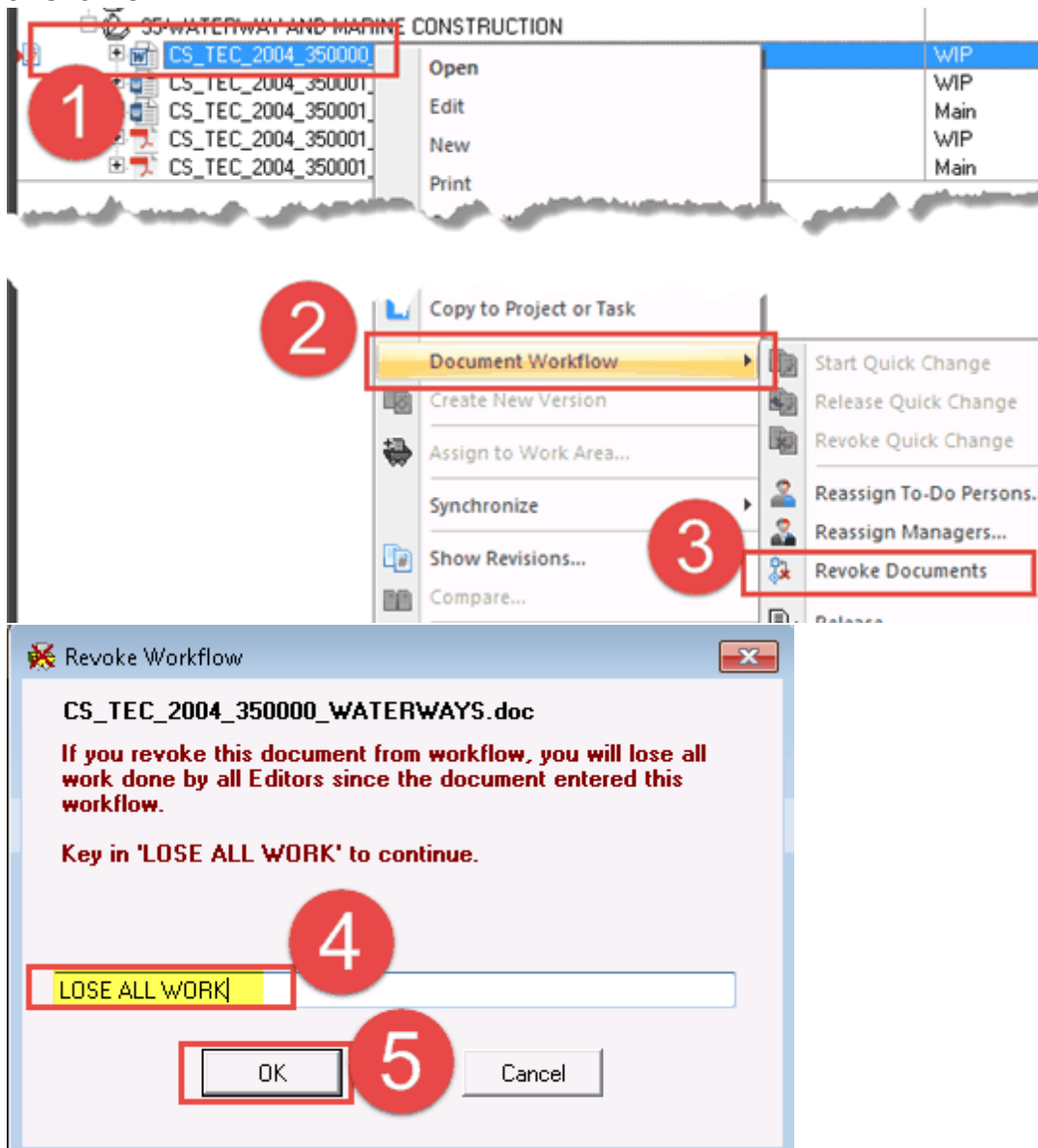
Facilities Information Services		Construction Standards - Technical Standards	
Name	Main - WIP	Status	
Construction Standards - Technical Standards			
2 GENERAL REQUIREMENTS SUBGROUP			
3 FACILITY CONSTRUCTION SUBGROUP			
4 FACILITIES SERVICES SUBGROUP			
5 SITE AND INFRASTRUCTURE SUBGROUP			
31-EARTHWORK			
32-EXTERIOR IMPROVEMENTS			
33-UTILITIES			
35-WATERWAY AND MARINE CONSTRUCTION			
CS_TEC_2004_351010_CAMPUS_CANAL_SYSTEM.docx	WIP		
CS_TEC_2004_351010_CAMPUS_CANAL_SYSTEM.docx	Main		
CS_TEC_2004_351010_CAMPUS_CANAL_SYSTEM.pdf	WIP		
CS_TEC_2004_351010_CAMPUS_CANAL_SYSTEM.pdf	Main		

4 Other Options

4.1 Revoke Workflow

If the files you added shouldn't be there, or the revisions shouldn't have been made and the file is in a workflow, you can revoke the changes.

1. Right click on the native WIP file.
2. Select 'Document Workflow'.
3. Select '**Revoke Workflow**'.
4. Type 'LOSE ALL WORK'.
5. Click 'OK'.



4.2 Workflow Status log

At any point during the modification process, users can check the status of the change.

To check the workflow status and log:

1. With the file selected, open the 'Properties' pane.
2. Look at the Workflow area to see general information
3. Click on 'Status' to see more detailed information.

The screenshot displays the 'Properties' pane for a document titled 'CS_TEC_2004-0001_FLOODED_ROADS.docx'. The 'Workflow' section is highlighted with a red box and contains the following information:

- Status:** Work in Progress
- To do:** Work in Progress
- By:** Ischroeder
- Manager:** Ischroeder
- Comment:** please fix the section about road repairs

Below the Properties pane is the 'Document Workflow (Construction Standards)' window. It shows a flowchart with the following states and transitions:

- Released** (Green box) transitions to **Work in Progress (1)** (Yellow box) via 'Begin Revision'.
- Work in Progress (1)** transitions to **Work in Progress (2)** (Yellow box) via 'Send to Another Editor'.
- Work in Progress (2)** transitions to **Work in Progress (1)** via 'Send to Another Editor'.
- Work in Progress (1)** transitions to **Pending Review** (Orange box) via 'Send for Review'.
- Work in Progress (2)** transitions to **Pending Review** via 'Send for Review'.
- Pending Review** transitions to **Released** via 'Needs Correction'.
- Pending Review** transitions to **Issued** (Green box) via 'Release'.
- Pending Review** transitions to **Work in Progress (1)** via 'Release'.
- Pending Review** transitions to **Work in Progress (2)** via 'Release'.
- Pending Review** transitions to **Released** via 'Approve and Release'.
- Issued** transitions to **Released** via 'Release'.

At the bottom of the workflow window, the 'Current interlock status' is shown in a table:

Transition	Status
Release	There are no conditions defined for this transition
Send for Review	There are no conditions defined for this transition
Send to Another Ed...	There are no conditions defined for this transition

4.3 Revision Log

To see the various revisions on the files:





1. Select the file and either:
 - a. Click on the 'Show Revisions' icon
 - b. or use the right-click menu to select 'Show Revisions'

The screenshot shows the Bentley ProjectWise interface. The 'Tools' menu is open, and the 'Show Revisions' icon is highlighted with a red box and labeled 'a'. Below, the file tree shows 'Construction Standards - Technical Standards' expanded. A file named 'CS_TEC_2004_350001_FLOODED_ROADS.docx' is selected, highlighted with a red box and labeled '1'. A right-click context menu is open over the file, with 'Show Revisions...' highlighted by a red box and labeled 'b'. Below the main screenshot, a separate window titled 'Revisions of CS_TEC_2004_350001_FLOODED_ROADS.docx' displays a table of revisions.

Revision	Name	Effective From	Modified By	Status	Revised By	Revision Date	Comment
0	CS_TEC_2004_3500...	2/26/2018 9:10:07 ...	kschroeder	WIP Released [outdated re...	KSCHROEDER	2/26/2018 9:09:58 ...	initial load
1	CS_TEC_2004_3500...	2/26/2018 2:32:54 ...	kschroeder	WIP Released [outdated re...	KSCHROEDER	2/26/2018 1:43:39 ...	changes
2	CS_TEC_2004_3500...	2/26/2018 3:09:40 ...	kschroeder	WIP Released [outdated re...	KSCHROEDER	2/26/2018 3:09:46 ...	changes
3	CS_TEC_2004_3500...	2/26/2018 3:11:24 ...	kschroeder	WIP Released [outdated re...	KSCHROEDER	2/26/2018 3:11:30 ...	redhub
4	CS_TEC_2004_3500...	2/26/2018 3:13:26 ...	kschroeder	WIP Released [outdated re...	KSCHROEDER	2/26/2018 3:13:31 ...	cfsdyrjchj
5	CS_TEC_2004_3500...	2/27/2018 11:07:01...	kschroeder	WIP Released [outdated re...	KSCHROEDER	2/27/2018 11:07:07...	testing
6	CS_TEC_2004_3500...	2/27/2018 11:14:50...	kschroeder	Issued [outdated revision]	KSCHROEDER	2/27/2018 11:14:59...	TEWST
7	CS_TEC_2004_3500...	2/27/2018 11:19:21...	kschroeder	WIP Released [outdated re...	KSCHROEDER	2/27/2018 11:19:29...	BLASFDsafas
8	CS_TEC_2004_3500...	2/27/2018 12:46:12...	kschroeder	WIP Released [outdated re...	KSCHROEDER	2/27/2018 12:44:23...	all good in the hood
9	CS_TEC_2004_3500...	2/27/2018 1:14:24...	kschroeder	WIP Released	KSCHROEDER	2/27/2018 1:14:18...	all good

4.4 Editing Properties

- **Ask a Meridian Administrator (FIS team) to make the changes.**
- The '**Edit Properties**' function has been locked down to Meridian Administrators for Construction Standards and Standard Details at this time. The process got a little cumbersome and can easily be done incorrectly. This will be revisited soon.
- Of the 4 files in Meridian:
 - 3 will have to manually edited (native in WIP, native of released, pdf of released)
 - 1 will be automatically edited to match (pdf in WIP).

35-WATERWAY AND MARINE CONSTRUCTION		
 CS_TEC_2004_350001_FLOODED_ROADS.docx	WIP	
 CS_TEC_2004_350001_FLOODED_ROADS.docx	Main	
 CS_TEC_2004_350001_FLOODED_ROADS.pdf	WIP	
 CS_TEC_2004_350001_FLOODED_ROADS.pdf	Main	